

DOCUMENT RESUME

ED 231 383

IR 050 292

TITLE Integration of New Technology in Army Libraries. Appendices.

INSTITUTION DAMANS and Associates, Rockville, MD.

SPONS AGENCY Department of the Army, Washington, D.C.

PUB DATE 2 Jul 82

CONTRACT MDA903-81-C-0591

NOTE 238p.; For related document, see IR 050 291.

PUB TYPE Reports - Research/Technical (143)

EDRS PRICE MF01/PC10 Plus Postage.

DESCRIPTORS *Costs; Interviews; *Library Automation; Library Research; *Library Technical Processes; Models; Special Libraries; Specifications; Systems Development

IDENTIFIERS Army; *Military Libraries; Requests for Proposals; Vendors

ABSTRACT

Eight appendices provide information related to a study which was conducted to determine the feasibility of introducing new automatic techniques to Army library technical processing activities; to examine and recommend appropriate systems and configurations for library automation; and to determine costs of implementing the recommendations. The survey interview guide is followed by specific data from a detailed cost analysis of library technical processing operations at Fort Belvoir and Aberdeen Proving Ground. Data are presented for the following Aberdeen Proving Ground institutions: Aberdeen Post Library, U.S. Army Environmental Hygiene Agency Library; Ballistic Research Laboratory Technical Library; Chemical Systems Laboratory Library; Human Engineering Laboratory Library; Testing and Evaluation Command Library, and Wood Technical Library. Fort Belvoir institutions covered are the Army Coastal Engineering Research center, the Dewitt Army Hospital Medical Library, Engineer School and Learning Resources Center; Engineer Topographic Laboratories Scientific and Technical Information Center; Facilities Engineering Support Agency; Mobility Equipment Research and Development Command; and Van Noy Library. The remaining appendices present library cost and model cost data, information concerning integrated library system (ILS) costs and special collections, a request for proposal (RFP) outline, and vendor responses. (LMM)

* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *

U.S. DEPARTMENT OF EDUCATION
NATIONAL INSTITUTE OF EDUCATION
EDUCATIONAL RESOURCES INFORMATION
CENTER (ERIC)

- ☐ This document has been reproduced as received from the person or organization originating it.
- ☒ Minor changes have been made to improve reproduction quality.
- Points of view or opinions stated in this document do not necessarily represent official NIE position or policy.

ED231383

INTEGRATION OF NEW TECHNOLOGY IN ARMY LIBRARIES

APPENDICES

Contract Number MDA903-81-C-0591

July 2, 1982

DAMANS and Associates
1370 Piccard Drive
Rockville, Maryland 20850

IR 050292

"PERMISSION TO REPRODUCE THIS
MATERIAL HAS BEEN GRANTED BY

Mary K. Yates

TO THE EDUCATIONAL RESOURCES
INFORMATION CENTER (ERIC)."

TABLE OF CONTENTS

	<u>Page</u>
APPENDIX A - Interview Guide	A-1
APPENDIX B	
ABERDEEN PROVING GROUND	B-1
Aberdeen Post Library	B-2
U.S. Army Environmental Hygiene Agency Library	B-7
Ballistic Research Laboratory Technical Library	B-13
Chemical Systems Laboratory Library	B-20
Human Engineering Laboratory Library	B-25
Ordnance Center and School Library	B-31
Testing and Evaluation Command Library	B-36
Wood Technical Library	B-38
FORT BELVOIR LIBRARIES	B-43
Army Coastal Engineering Research Center	B-44
Dewitt Army Hospital Medical Library	B-52
Engineer School and Learning Resources Center	B-59
Engineer Topographic Laboratories Scientific and Technical Information Center	B-65
Facilities Engineering Support Agency	B-72
Mobility Equipment Research and Development Command	B-80
Van Noy Library	B-91
APPENDIX C - Library Cost Data	C-1
APPENDIX D - Model Cost Data	D-1
APPENDIX E - ILS Costs	E-1
APPENDIX F - Special Collections	F-1
APPENDIX G - RFP Outline	G-1
APPENDIX H - Vendor Responses	H-1

APPENDIX A

INTEGRATION OF NEW TECHNOLOGY IN ARMY LIBRARIES

INTERVIEW GUIDE

LIBRARY NAME

type of library: morale support, technical, or educational support

COMMUNITY SERVED

number of (potential) users

type of users

location of users

ORGANIZATION

library's placement in command structure

functional organization of library

official branches

unofficial branches

STAFF

name, job title, series, grade and step, and source of funds

training

library technicians

automated library/information systems

experience with automated library/information systems

current

previous

AUTOMATED LIBRARY/INFORMATION SYSTEMS

library has

library has access to

library staff may use

library staff may request searches to be performed

EQUIPMENT

make, model, age, ownership (owned, leased, or available for use)

SERVICES

ILL (command networks, installation networks, other sources)

literature searches

recurring bibliographies

SDI

acquisitions list

purchasing books for staff

office collections

desk copies

personal copies (paid for by requestor, personally)

cooperative activities with other libraries (intra-command, inter-command; formal, informal)

(obtain copies of any written agreements)

CIRCULATION

volume of activity

circulation files (obtain sample records)

overview of circulation process

COLLECTION MAINTENANCE

(files searched/updated; volume and frequency of activity)

binding

preservation filming or microform purchasing

weeding

inventory

BUDGET

(obtain copy of Fiscal '81 budget: operations, salaries, literature)

sources of funds

funding of intra-command and inter-command cooperative activities

REPORTING REQUIREMENTS

requestors of reports

subject of reports (budget, library operations, library use, etc.)

frequency of reports

(obtain sample copies of all reports)

MAJOR PROBLEMS

FUTURE PLANS

automation

cooperative activities

OTHER IMPROVEMENTS

improvements that are not currently planned for implementation

TECHNICAL PROCESSING - overview

space available

types of materials acquired (books, technical reports, periodicals, etc.)

current collection size (each type)

annual growth rate (each type)

files associated with technical processing

file name (obtain sample record)

organization of file (alpha, by title, etc.)

number of records (may measure in inches)

number of catalog card drawers

number of new records per month

number of records updated per month

number of records deleted per month

number of information-only file searches per month (does not include searches which result in record creation, maintenance, or deletion)

PROCESSING PROCEDURES (to be discussed by type of material, with processing time and grade level of staff to be indicated for each basic activity in the processing flow)

selection

acquisition

pre-order searching

modes of acquisition (BPAs, Purchase Orders, etc.)

vouchering

invoice processing

cataloging

card preparation and filing

book preparation and shelving

processing problems

processing backlogs (number of items)

APPENDIX B

INTEGRATION OF NEW TECHNOLOGY IN ARMY LIBRARIES: DATA COLLECTION
ABERDEEN PROVING GROUND

ANNUAL LIBRARY STATISTICS: FY 81 ----- | TOTAL: -----

PROCUREMENT OF SINGLE ITEMS

Items ordered/requested for library	9,645
Items ordered for office collections	1,163
Items received	38,511

SERIALS PROCUREMENT & PROCESSING

New subscriptions	95
Renewed subscriptions	3,853
Titles received in library	3,461
Titles sent directly to offices/branches	612
Issues checked in	53,443
Issues claimed	870
Titles/issues routed	55

CATALOGING & INDEXING

Books cataloged	4,442
Technical reports cataloged/indexed	20,986
Serial titles cataloged	0
Other items processed	13,307
Items in backlog	8,140
Authority records added	15
Cards filed	227,704
Machine-readable records in OCLC	17,588

COLLECTION CONTROL

Collection size:	
Total number of titles	1,408,143
Total number of volumes	1,444,343*
Non-serial items bound	0
Serial volumes bound	2,130
Items weeded/salvaged	15,307

CIRCULATION

Registered patrons	13,440
Items circulated	142,405
ILL requests	4,803
ILL requests received	2,510

* Data unavailable for three libraries

B-1

LIBRARY: ABERDEEN PROVING GROUND POST LIBRARY (APG)

COMMAND: DARCOM

TYPE OF LIBRARY: Morale Support

MISSION: To provide the military community effective, professionally directed library services in all subject areas to support morale, welfare, recreation, education and training programs, to provide mission support to activities and installations, to complement specialized collections in other Army libraries, and to stimulate the use of library resources.

COMMUNITY SERVED: 4,000 Registered Patrons

BUDGET: FY 81 \$106,205

PERSONNEL: one 1410
three 1411s
six NAF

% OF TIME SPENT IN TECHNICAL PROCESSING: 1410 - 30%
1411s - 25% each

COLLECTION SIZE: monographs - 38,053
serial titles - 280

ADP EQUIPMENT: None

TECHNICAL PROCESSING FUNCTIONS:

- o ordering through APG procurement with book orders; book kits
- o LC cards usually received with books; otherwise monographs received are originally cataloged
- o no routing, binding or microfilming of serials

INTEGRATION OF NEW TECHNOLOGY IN ARMY LIBRARIES: DATA COLLECTION

LIBRARY Aberdeen Post Library (APG POST)
 COMMAND DARCOM, TECOM
 BRANCHES Edgewood
 ANNUAL LIBRARY STATISTICS: FY 81 TOTAL:

PROCUREMENT OF SINGLE ITEMS

Items ordered/requested for library (If totals given for each type of material, list by type): books	700
Items ordered for office collections: books	0
Items received: books	700

SERIALS PROCUREMENT & PROCESSING

New subscriptions	20
Renewed subscriptions	260
Titles received in library	280
Titles sent directly to Edgewood	100
Issues checked in	10,400
Issues claimed	150
Titles/issues routed	0

CATALOGING & INDEXING

Books cataloged	706
TRLs cataloged/indexed	0
Serial titles cataloged	0
Other items processed	0
Items in backlog	0
Authority records added	0
Cards filed	4,236
Machine-readable records in OCLC	0

COLLECTION CONTROL

Collection size:	
Total number of titles	38,053
Total number of volumes	39,127
Non-serial items bound	0
Serial volumes bound	0
Items weeded/salvaged	700

CIRCULATION

Registered patrons	4,000
Items circulated	36,217
Inter-Library Loan requests	242
ILL requests received	0

INTEGRATION OF NEW TECHNOLOGY IN ARMY LIBRARIES: DATA COLLECTION

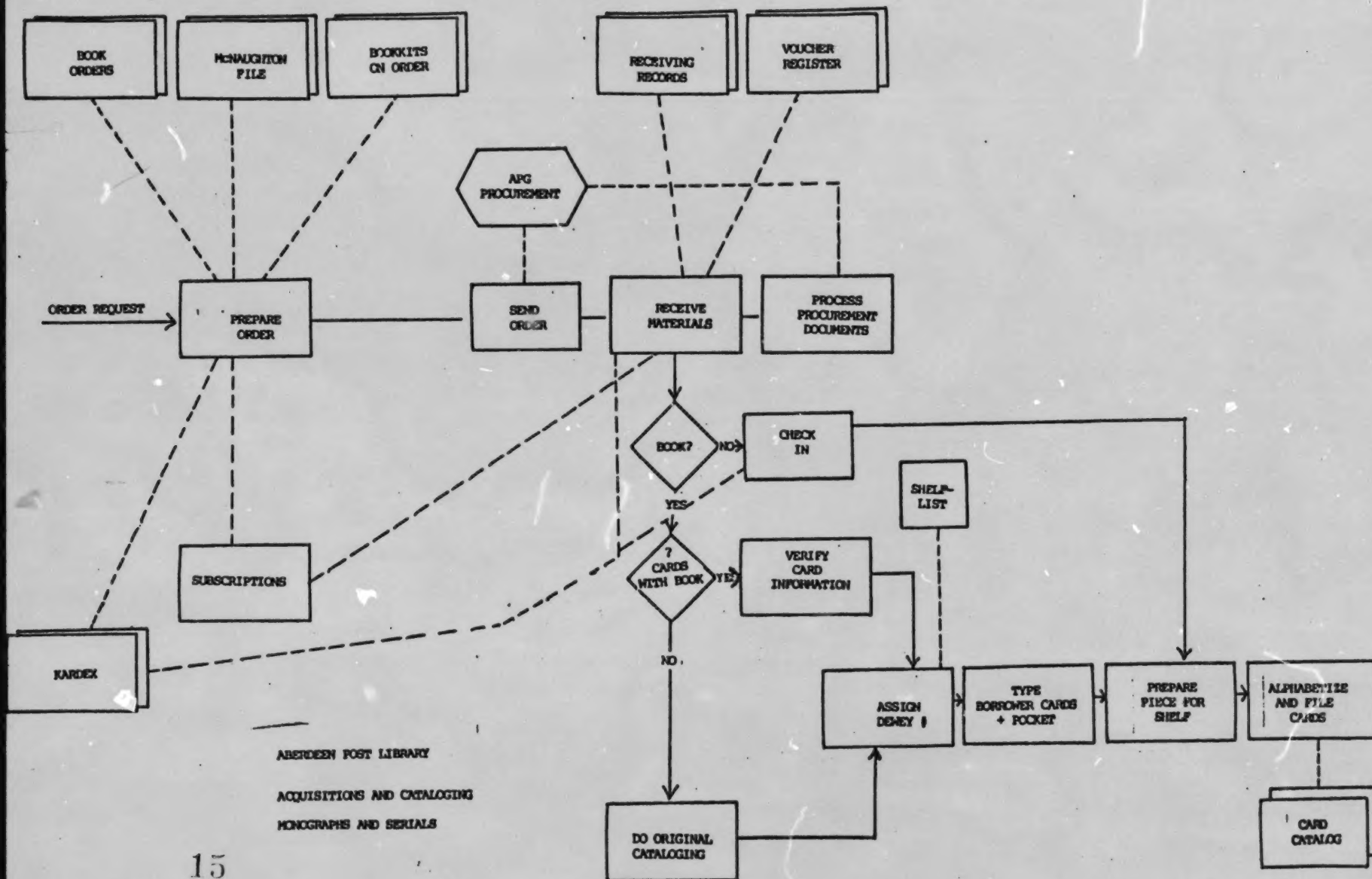
LIBRARY: Aberdeen Post Library

TECHNICAL PROCESSING FUNCTIONS	FILES	PERSONNEL	HOURS PER WEEK
PROCUREMENT OF SINGLE ITEMS			
Pre-order searching	None	N/A	N/A
Ordering/requesting	McNaughton File	GS-3:	3
	Bookkits on Order	GS-11: (1410)	2
	Book Orders	GS-7: (1411)	1
Receipt processing (including vouchering)	Voucher register	GS-11: (1410)	1
	Request for Issue or Turn-in	GS-7: (1411)	2
SERIALS PROCUREMENT & PROCESSING			
Pre-order searching	None	N/A	N/A
Ordering/requesting	Subscriptions	GS-11: (1410)	1
		GS-7: (1411)	1
Checking-in	Kardex	GS-5:	7.5
Claiming	Kardex	GS-11: (1410)	1
Routing	N/A	N/A	N/A
CATALOGING & INDEXING			
Pre-cataloging searching	None	N/A	N/A
OCLC record updating	N/A	N/A	N/A
Original cataloging	Card catalog	GS-11: (1410)	5
Authority record creation	N/A	N/A	N/A
Card filing	Card catalog	AS-2	1
		GS-11: (1410)	1
Physical processing (labeling, etc.)	None	Clerk: GS-5	5

INTEGRATION OF NEW TECHNOLOGY IN ARMY LIBRARIES: DATA COLLECTION

LIBRARY: Aberdeen Post Library

TECHNICAL PROCESSING FUNCTIONS	FILES	PERSONNEL	HOURS PER WEEK
COLLECTION CONTROL			
Binding/preparation:			
Non-serial items	None	N/A	N/A
Serial items	None	N/A	N/A
Weeding/salvaging	Card catalog	GS-11: (1410) GS-7: (1411)	1 1



LIBRARY: U.S. ARMY ENVIRONMENTAL HYGIENE AGENCY LIBRARY (AEHA)

COMMAND: HEALTH SERVICES COMMAND

TYPE OF LIBRARY: Medical/Technical

MISSION: The mission of the U.S. AEHA is the direct support of the Army Preventive Medicine program, principally in occupational health and environmental protection. Each year, approximately 1200 formal survey or study technical reports are transmitted and assessioned to the Environmental Information Retrieval System. The mission of the library is to provide professional books, periodicals, reference materials and educational resources for Agency personnel and to procure needed information and material for its regional divisions.

COMMUNITY SERVED: AEHA personnel at APG and in regional offices

BUDGET: FY 81 - \$79,680

PERSONNEL: one 1410
one 1411

% OF TIME SPENT IN TECHNICAL PROCESSING: 1410 - 20%
1411 - 60%

COLLECTION SIZE: monographs 13,000
serial titles - 450
technical reports - 10,000

ADP EQUIPMENT: CRT Terminal - Hazeltine 1520, Printer.
TI 800

TECHNICAL PROCESSING FUNCTIONS:

- o pre-order searching in card catalog, reference books, patron request forms
- o ordering through APG procurement using purchase orders (3953) and blanket purchase agreements (BPAs)
- o pre-catalog searching and cataloging done through OCLC (95% hit rate)
- o serials routed and bound

INTEGRATION OF NEW TECHNOLOGY IN ARMY LIBRARIES: DATA COLLECTION

LIBRARY US Army Environmental Hygiene Agency Library (AEHA)

COMMAND Health Services Command

BRANCHES Regional Offices

ANNUAL LIBRARY STATISTICS: FY 81 TOTAL:

PROCUREMENT OF SINGLE ITEMS

Items ordered/requested for library
(If totals given for each type of
material, list by type): books
technical reports

600
0

Items ordered for office collections:

Books
Technical Reports

10
0

Items received: Books
Technical Reports

534
1,002

SERIALS PROCUREMENT & PROCESSING

New subscriptions
Renewed subscriptions
Titles received in library
Titles sent directly to offices/branches
Issues checked in
Issues claimed
Titles/issues routed

5
445
450
0
5,000
0
50

CATALOGING & INDEXING

Books cataloged
TRLs cataloged/indexed
Serial titles cataloged
Other items processed
Items in backlog
Authority records added
Cards filed
Machine-readable records in OCLC

590
0
0
0
5,000
0
3,540
2,409

COLLECTION CONTROL

Collection size:
Total number of titles
Total number of volumes
Non-serial items bound
Serial volumes bound
Items weeded/salvaged

23,450
43,000
0
500
0

CIRCULATION

Registered patrons
Items circulated
Inter-Library Loan requests
ILL requests received

500
4,820
248
338

INTEGRATION OF NEW TECHNOLOGY IN ARMY LIBRARIES: DATA COLLECTION

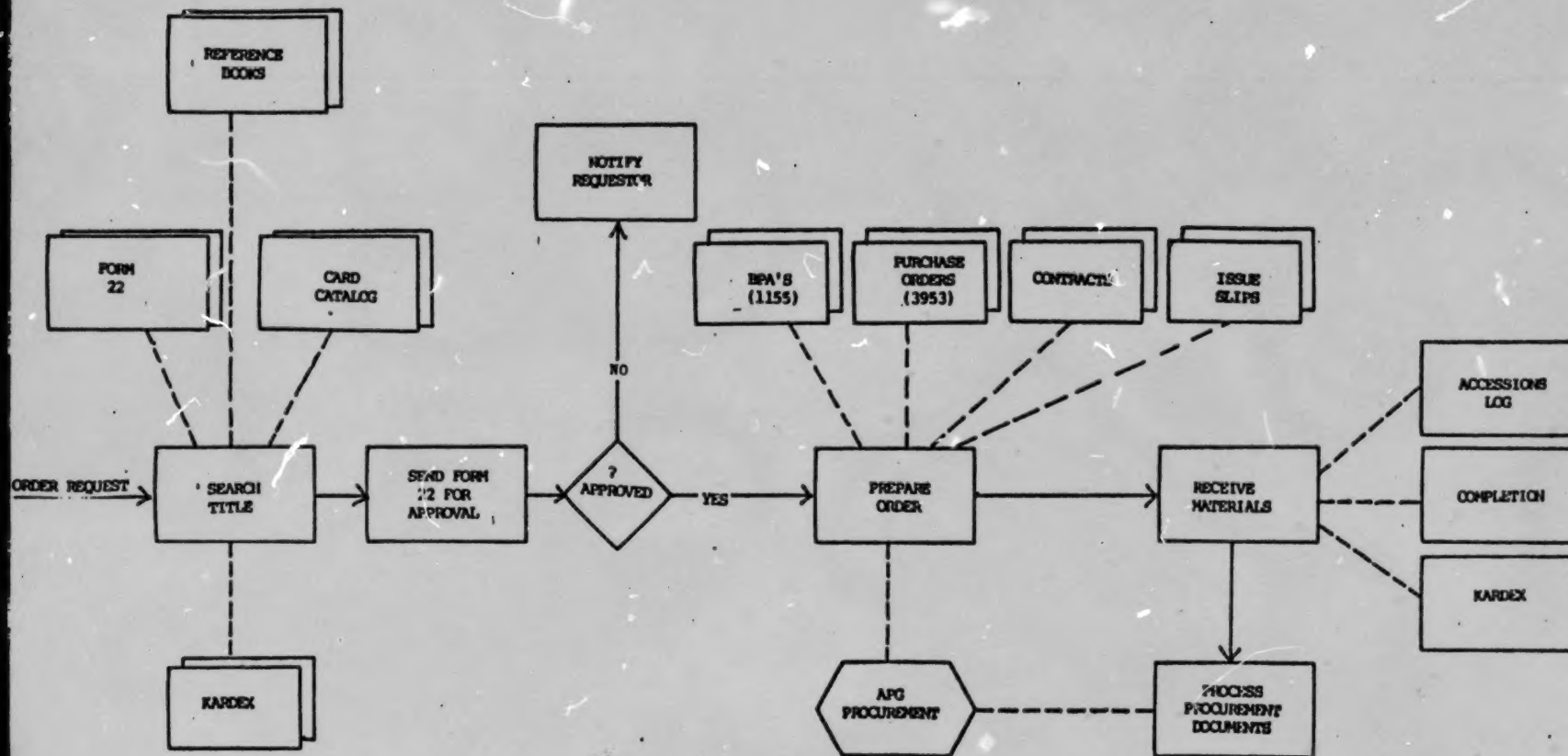
LIBRARY: U.S. Army Environmental Hygiene Agency

TECHNICAL PROCESSING FUNCTIONS	FILES	PERSONNEL	HOURS PER WEEK
PROCUREMENT OF SINGLE ITEMS			
Pre-order searching	Card catalog	GS-5/6: (1411)	1.5
Ordering/requesting	1155 File Purchase Orders (3953) Issue slips Contracts	GS-5/6: (1411)	3.5
Receipt processing (including vouchering)	Purchase Orders Receiving Report Accessions log Completion	GS-5/6: (1411)	7
SERIALS PROCUREMENT & PROCESSING			
Pre-order searching	Kardex	GS-5/6: (1411)	.5
Ordering/requesting	Contracts Purchase Orders	GS-5/6: (1411)	1
Checking-in	Kardex	GS-5/6: (1411)	5
Claiming	None	N/A	
Routing	Kardex	GS-5/6: (1411)	1
CATALOGING & INDEXING			
Pre-cataloging searching	OCLC	GS-11/5: (1410)	1
OCLC record updating	OCLC (95% hit rate)	GS-11/5: (1410)	6
Original cataloging	OCLC	GS-11/5: (1410)	1
Authority record creation	None	N/A	
Card filing	Card catalog	GS-5/6: (1411)	1
Physical processing (labeling, etc.)	None	GS-5/6: (1411)	3

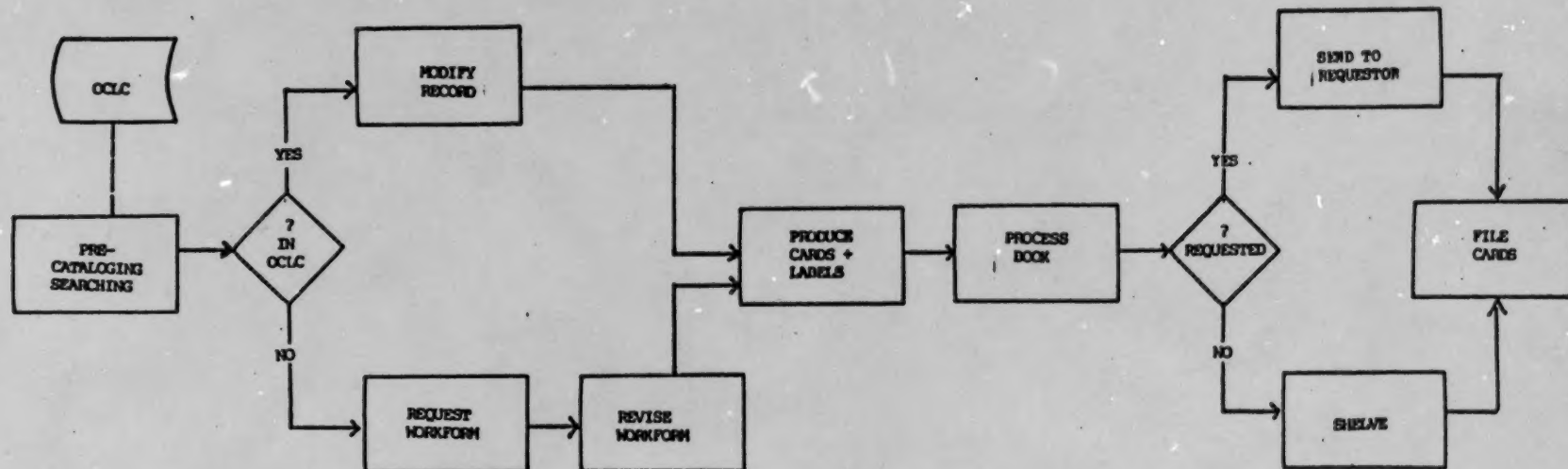
INTEGRATION OF NEW TECHNOLOGY IN ARMY LIBRARIES: DATA COLLECTION

LIBRARY: U.S. Army Environmental Hygiene Agency

TECHNICAL PROCESSING FUNCTIONS	FILES	PERSONNEL	HOURS PER WEEK
COLLECTION CONTROL			
Binding/preparation:			
Non-serial items	None	N/A	N/A
Serial items			
	Binding information	GS-5/6: (1411)	1
Weeding/salvaging	None	N/A	N/A



U.S. ARMY ENVIRONMENTAL HYGIENE AGENCY
ACQUISITIONS



23

U.S. ARMY ENVIRONMENTAL HYGIENE AGENCY

CATALOGING

B-12

24

LIBRARY: SCIENTIFIC AND TECHNICAL INFORMATION BRANCH BALLISTIC RESEARCH
LABORATORY (BRL)

COMMAND: DARCOM

TYPE OF LIBRARY: Technical

MISSION: To provide agency personnel with professional library services and resources to support research and development for defense, particularly in the area of ballistics.

BUDGET (FY 1981): \$720,876

COMMUNITY SERVED: approximately 1400 professionals at APG

ADP EQUIPMENT: OCLC dedicated terminal
DTIC secure terminal, CRT and keyboard for Bookcat

PERSONNEL: seven 1410s
ten 1411s

% OF TIME SPENT IN TECHNICAL PROCESSING: two 1410s - 60% each
two 1410s - 20% each
two 1411s - 90% each
one 1411 - 60%
one 1411 - 25%
one 1411 - 100%

COLLECTION SIZE: monographs - 22,477
serial titles - 600
technical reports - 109,354
firing records - 579,490

TECHNICAL PROCESSING FUNCTIONS:

- o pre-order and pre-cataloging searching done on OCLC
- o ordering done for other branches including AMSAA and MTD
- o ordering through APG procurement, ARRADCOM finance, purchase orders, BPAS, automatic distribution
- o monograph cataloging on OCLC (90% hit rate)
- o in-house online abbreviated catalog (Bookcat) in development
- o technical reports and firing records cataloged originally, cards duplicated at Print Plant, tracings typed in-house

INTEGRATION OF NEW TECHNOLOGY IN ARMY LIBRARIES: DATA COLLECTION

LIBRARY Ballistic Research Laboratory Technical Library (BRL)

COMMAND DARCOM

BRANCHES 2 service points—Bldg. 305, Bldg. 330

ANNUAL LIBRARY STATISTICS: FY 81 TOTAL:

PROCUREMENT OF SINGLE ITEMS

Items ordered/requested for library

(If totals given for each type of

material, list by type): Books

Technical reports

Reprints

873

2,874

984

Items received: Books

Technical Reports (hardcopy)

Firing records

691

12,984

3,654

SERIALS PROCUREMENT & PROCESSING

New subscriptions

Renewed subscriptions

Titles received in library

Titles sent directly to offices/branches

Issues checked in

Issues claimed

Titles/issues routed

19

1,087

600

487

13,443

550

0

CATALOGING & INDEXING

Books cataloged

TRLs cataloged/indexed

Firing records cataloged

Other items processed - reclassified and regraded

Items in backlog - reclass project

Authority records added

Cards filed

Machine-readable records in OCLC

769

11,850

2,989

5,743

2,690

0

174,204

5,575

COLLECTION CONTROL

Collection size:

Total number of titles

Total number of volumes

Non-serial items bound

Serial volumes bound

Items weeded/salvaged

883,433

889,433

0

0

11,340

CIRCULATION

Registered patrons

Controlled circulation

Inter-Library Loan requests

ILL requests received

2,000

62,362

1,439

222

INTEGRATION OF NEW TECHNOLOGY IN ARMY LIBRARIES: DATA COLLECTION

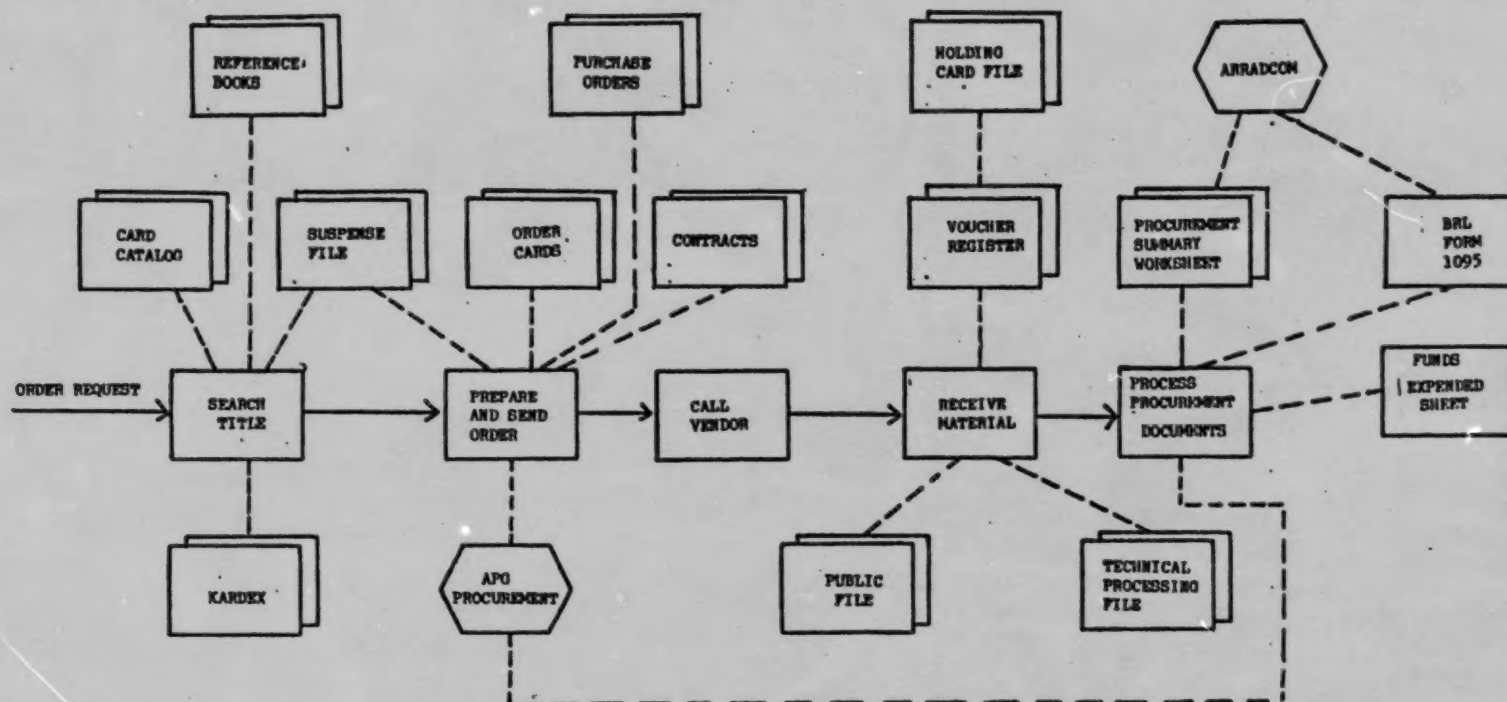
LIBRARY: Ballistic Research Laboratory Technical Library

TECHNICAL PROCESSING FUNCTIONS	FILES	PERSONNEL	HOURS PER WEEK
PROCUREMENT OF SINGLE ITEMS			
Pre-order searching	Card Catalog	GS-11/1: (1410)	1
	Suspense File	GS-12/5: (1410)	2
Ordering/requesting	Order Card	GS-5/4: (1411)	20
	On Process	GS-12/5: (1410)	1
	Funds Expended Sheet		
	BRL Form 1095		
	STEAP Form 57		
Receipt processing (including vouchering)	Suspense File		
	Procurement Summary	GS-5/4: (1411)	12
	Worksheet	GS-12/5: (1410)	1
	Holding Card File		
Voucher Register			
SERIALS PROCUREMENT & PROCESSING			
Pre-order searching	Suspense		
Ordering/requesting	Suspense	GS-5/4: (1411)	2
	Purchase Orders	GS-12/5: (1410)	1
	Contracts		
Checking-in	Public File	Student Aid	5
	Technical Processing File	GS-5/4: (1411)	5
Claiming	Technical Processing File	GS-5/4: (1411)	1
Routing	None	N/A	N/A
CATALOGING & INDEXING			
Pre-cataloging searching	Card Catalog	GS-5/4: (1411)	3
	OCLC	GS-11/1: (1410)	3
OCLC record updating	OCLC (90% hit rate)	GS-7/7: (1411)	1
		GS-11/1: (1410)	1
		GS-12/5: (1410)	1
Book Cat record updating	AOS	GS-7/7: (1411)	5
		GS-12/5: (1410)	1

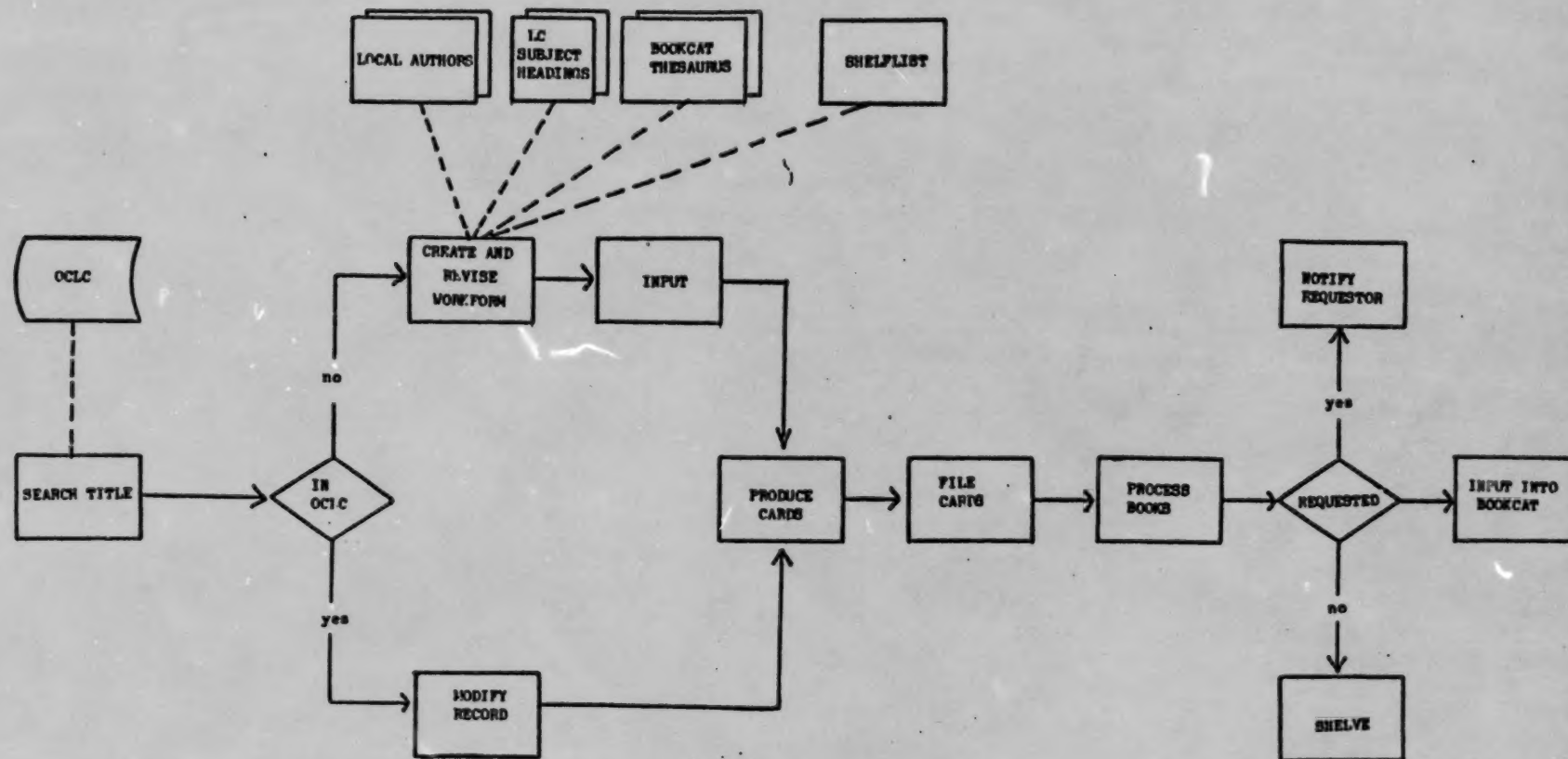
INTEGRATION OF NEW TECHNOLOGY IN ARMY LIBRARIES: DATA COLLECTION

LIBRARY: Ballistic Research Laboratory Technical Library

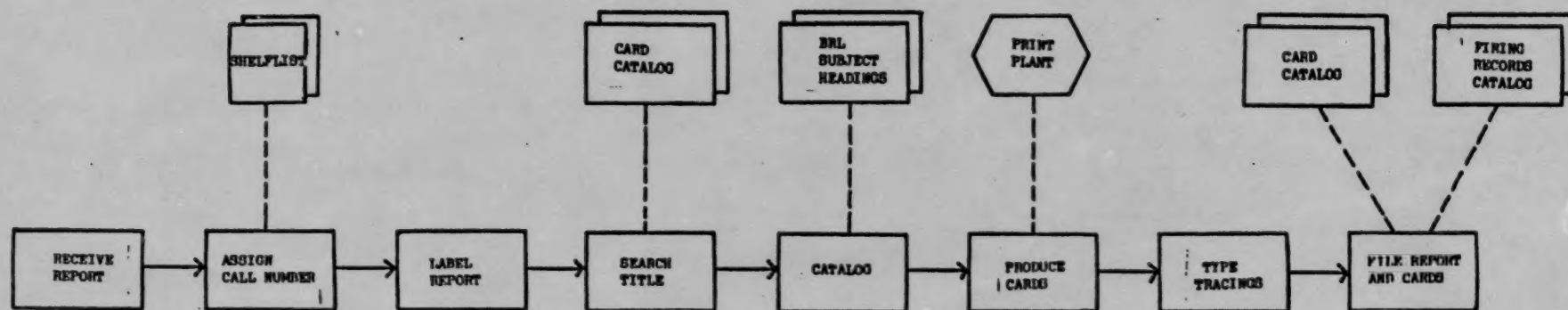
TECHNICAL PROCESSING FUNCTIONS	FILES	PERSONNEL	HOURS PER WEEK
CATALOGING & INDEXING (cont'd)			
Original cataloging	OCLC	GS-12/5: (1410) GS-11/1: (1410)	.5 .5
Authority record creation	Thesaurus for Bookcat Local Authors	GS-11/1: (1410)	.2
Card filing	Card Catalog	GS-5/4: (1411) GS-7/7: (1411)	2 .2
Physical processing (labeling, etc.)	N/A	GS-7/7: (1411)	3
COLLECTION CONTROL			
Binding/preparation:			
Non-serial items	None	N/A	N/A
Serial items	None		
Weeding/salvaging	Card Catalog Bookcat	GS-12/5: (1410) GS-7/7: (1411)	?
TECHNICAL REPORTS			
Pre-cataloging searching	card catalog DTIC	GS-6/7: (1411) GS-7/8: (1411)	24 15
Original cataloging	card catalog	GS-7/8: (1411) GS-7/9: (1411) GS-9/1: (1410) GS-11/1: (1410)	24 40 24 24



BALLISTICS RESEARCH LABORATORY LIBRARY
ACQUISITIONS
(MONOGRAPHS AND SERIALS)



BALLISTICS RESEARCH LABORATORY LIBRARY
CATALOGING (MONOGRAPHS)



BALLISTICS RESEARCH LABORATORY LIBRARY
 CATALOGING
 TECHNICAL REPORTS AND FIRING RECORDS

LIBRARY: CHEMICAL SYSTEMS LABORATORY LIBRARY

COMMAND: DARCOM

TYPE OF LIBRARY: Technical

MISSION: Serves as the primary information source for CSL personnel; maintains a research library of technical studies, journals, books, and documents; provides current and retrospective information services in the field of military chemical technology and related subject areas; acquires materials and information for the current and future needs of its users, and organizes it for efficient and speedy retrieval.

BUDGET: FY 81 - \$358,000¹

COMMUNITY SERVED: 1340 CSL and ARRADCOM support elements

PERSONNEL: two 1410s
four 1411s
one 1412

% OF TIME SPENT IN TECHNICAL PROCESSING: one 1410 - 10%
one 1411 - 60%
one 0322 - 17%

COLLECTION SIZE: monographs - 4750
serial titles - 624
technical reports - 276,482

ADP EQUIPMENT: OCLC terminal

TI 700

TECHNICAL PROCESSING FUNCTIONS:

- o pre-order searching in OCLC; record to be updated for cataloging when order arrives (100% hit rate, waits for record to appear in OCLC)
- o ordering through APG Procurement
- o serial subscription service includes check-in and claiming
- o no routing or binding of serials
- o controls laboratory notebooks using UNIVAC 1108

¹ extra funding in FY 81 for renovations

INTEGRATION OF NEW TECHNOLOGY IN ARMY LIBRARIES: DATA COLLECTION

LIBRARY Chemical Systems Laboratory Technical Library (CSL)

COMMAND DARCOM

ANNUAL LIBRARY STATISTICS: FY 81 TOTAL:

PROCUREMENT OF SINGLE ITEMS

Items ordered/requested for library:

Books	1012
Technical reports	347

Items ordered for office collections:

Books	945
Reprints, page charges	38

Items received:

Books	780
Technical reports	10,760

SERIALS PROCUREMENT & PROCESSING

New subscriptions	19
Renewed subscriptions	620
Titles received in library	639
Titles sent directly to offices/branches	0
Issues checked in	6,349
Issues claimed	0
Titles/issues routed	0

CATALOGING & INDEXING

Books cataloged	678
TRLs cataloged/indexed	8,070
Serial titles cataloged	0
Other items processed - lab notebooks	219
Items in backlog	2,690
Authority records added	0
Cards filed	4,068
Machine-readable records in OCLC	4,279

COLLECTION CONTROL

Collection size:	
Total number of titles	281,856
Total number of volumes	289,760
Non-serial items bound	0
Serial volumes bound	0
Items weeded/salvaged	567

CIRCULATION

Registered patrons	1,340
Items circulated	34,427
Inter-Library Loan requests	1,439
ILL requests received	222

INTEGRATION OF NEW TECHNOLOGY IN ARMY LIBRARIES: DATA COLLECTION

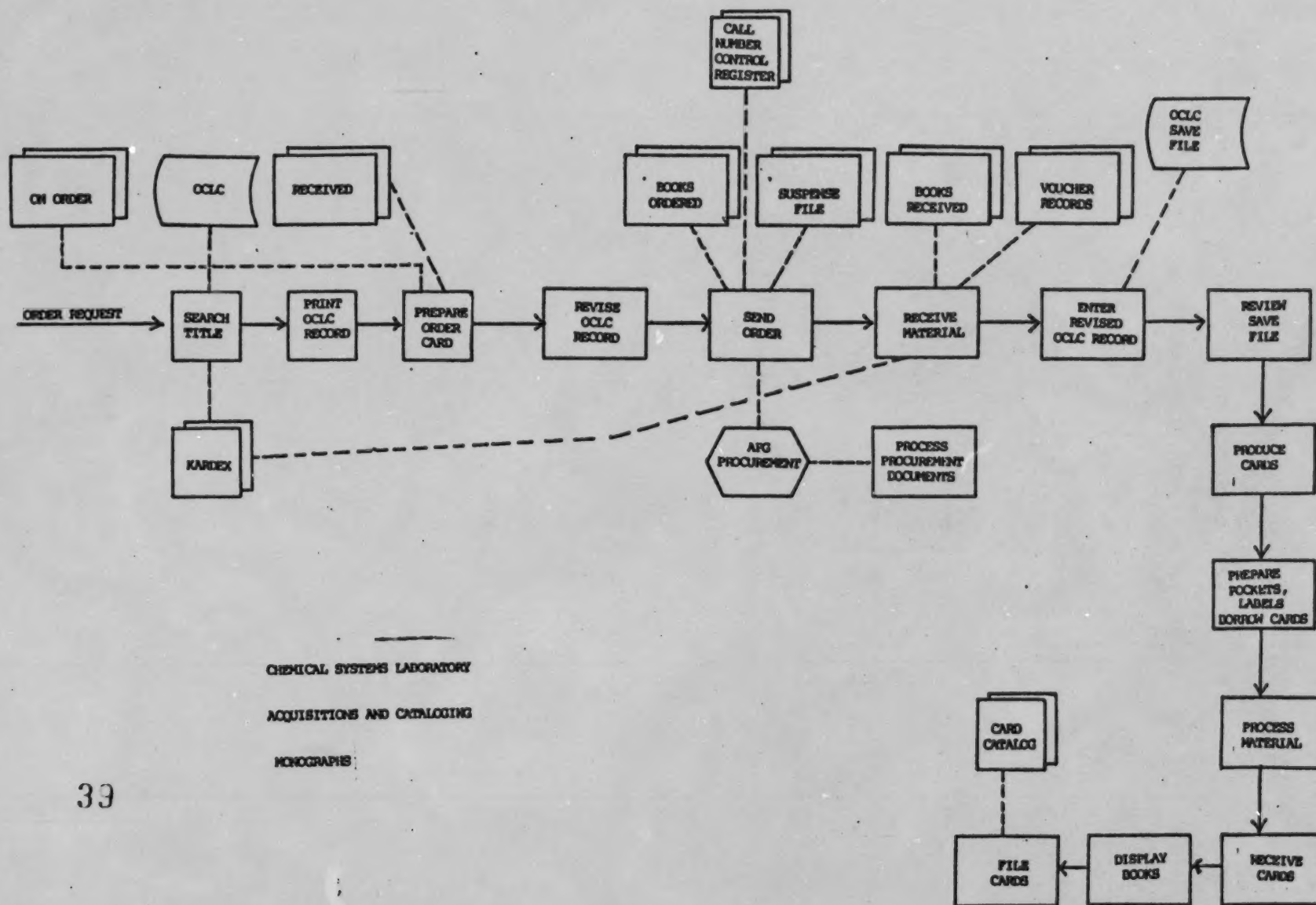
LIBRARY: Chemical Systems Laboratory Technical Library

TECHNICAL PROCESSING FUNCTIONS	FILES	PERSONNEL	HOURS PER WEEK
PROCUREMENT OF SINGLE ITEMS			
Pre-order searching	OCLC On Order Received	GS-5/7: (1411)	2
Ordering/requesting	Call Number Control Register Books ordered Suspense File Received	GS-3/9 GS-13: (1410) GS-5/7: (1411)	1 2 5
Receipt processing (including vouchering)	Books Received Voucher records	GS-5/7: (1411)	5
SERIALS PROCUREMENT & PROCESSING			
Pre-order searching	Kardex	GS-3/9	1
Ordering/requesting	Suspense File Received	GS-5/7: (1411)	2
Checking-in	Packing Slips Kardex	GS-3/9	2
Claiming	N/A	N/A	N/A
Routing	N/A	N/A	N/A
CATALOGING & INDEXING			
Pre-cataloging searching	N/A	N/A	N/A
OCLC record updating	OCLC save file (100% hit rate)	GS-5/7: (1411) GS-13: (1410)	10 2
Original cataloging	None	None	N/A
Authority record creation	N/A	N/A	N/A

INTEGRATION OF NEW TECHNOLOGY IN ARMY LIBRARIES: DATA COLLECTION

LIBRARY: Chemical Systems Laboratory Technical Library

TECHNICAL PROCESSING FUNCTIONS	FILES	PERSONNEL	HOURS PER WEEK
CATALOGING & INDEXING (cont'd)			
Card filing	Card catalog	GS-3/9	1
Physical processing (labeling, etc.)	None	GS-3/9	2
COLLECTION CONTROL			
Binding/preparation:			
Non-serial items	None in 1981	N/A	N/A
Serial items	None in 1981	N/A	N/A
Weeding/salvaging	Card catalog Kardex	GS-13: (1410)	.5
	38		



CHEMICAL SYSTEMS LABORATORY
ACQUISITIONS AND CATALOGING
MONOGRAPHS

LIBRARY: HUMAN ENGINEERING LABORATORY LIBRARY (HEL)

COMMAND: DARCOM

TYPE OF LIBRARY: Technical

MISSION: To obtain and make available to qualified users technical reference material concerning human factors engineering; operate an online computer terminal in the DIALOG system (DTIC, GIDEP, ORBIT and BRS forthcoming) for the acquisition of technical data needed by HEL personnel.

BUDGET: FY 81 \$38,000

COMMUNITY SERVED: 198 HEL personnel, detachments and liaison officers, plus other APG clientele and DOD agencies

PERSONNEL: two 1411s

% OF TIME SPENT IN TECHNICAL PROCESSING: one - 30%
one - 20%

ADP EQUIPMENT: Word processor available
Terminal available

COLLECTION SIZE: monographs - 5072
serial titles - 348, plus 38 on cartridge
technical reports - 11,969 plus 601 microfiche

TECHNICAL PROCESSING FUNCTIONS:

- o pre-order searching in card catalog
- o ordering through APG procurement, purchase orders and BPAS
- o LC cards ordered, tracings typed in-house
- o serial titles routed, bound

INTEGRATION OF NEW TECHNOLOGY IN ARMY LIBRARIES: DATA COLLECTION

LIBRARY Human Engineering Laboratory Library (HEL)

COMMAND DARCOM

BRANCHES 16 Detachments

ANNUAL LIBRARY STATISTICS: FY 81 TOTAL:

PROCUREMENT OF SINGLE ITEMS

Items ordered/requested for library	
(If totals given for each type of material, list by type): books	n/a
technical reports	n/a
Items ordered for office collections: books -	130
technical reports -	50
Items received: Books	88
Technical Reports	371

SERIALS PROCUREMENT & PROCESSING

New subscriptions	9
Renewed subscriptions	339
Titles received in library	348
Titles sent directly to offices/branches	25
Issues checked in	not available
Issues claimed	20
Titles/issues routed	5

CATALOGING & INDEXING

Books cataloged	88
TRLs cataloged/indexed	193
Serial titles cataloged	0
Other items processed	0
Items in backlog	15
Authority records added	0
Cards filed	1,862
Machine-readable records in OCLC	0

COLLECTION CONTROL

Collection size:	
Total number of titles	18,028
Total number of volumes	not available
Non-serial items bound	0
Serial volumes bound	1,000
Items weeded/salvaged	175

CIRCULATION

Registered patrons	200
Items circulated	5,702 (FY 80)
Inter-Library Loan requests	1,434 (FY 80)
ILL requests received	26 (FY 80)

INTEGRATION OF NEW TECHNOLOGY IN ARMY LIBRARIES: DATA COLLECTION

LIBRARY: Human Engineering Lab

TECHNICAL PROCESSING FUNCTIONS	FILES	PERSONNEL	HOURS PER WEEK
PROCUREMENT OF SINGLE ITEMS			
Pre-order searching	Card Catalog	GS-8/9: (1411)	.5
Ordering/requesting	Book Order Cards Reference Paper File (DA3953)	GS-3/1: (1411)	1
Receipt processing (including vouchering)	Incompleted Purchase Orders Receiving Report Nos. DD1155 file DD250 file LC card orders	GS-8/9: (1411)	5
SERIALS PROCUREMENT & PROCESSING			
Pre-order searching	None	N/A	N/A
Ordering/requesting	3953 File 1155 File	GS-3/1: (1411)	1
Checking-in	Card File	GS-3/1: (1411)	1
Claiming	Form Letters	GS-8/9: (1411) GS-3/1: (1411)	.2 .2
Routing	Kardex	GS-3/1: (1411)	.2
CATALOGING & INDEXING			
Pre-cataloging searching	None	N/A	N/A
OCLC record updating	N/A	N/A	N/A
Original cataloging	Card Catalog	GS-8/9: (1411)	5
Authority record creation	N/A	N/A	N/A
Card filing	Card Catalog	GS-3/1: (1411)	2

INTEGRATION OF NEW TECHNOLOGY IN ARMY LIBRARIES: DATA COLLECTION

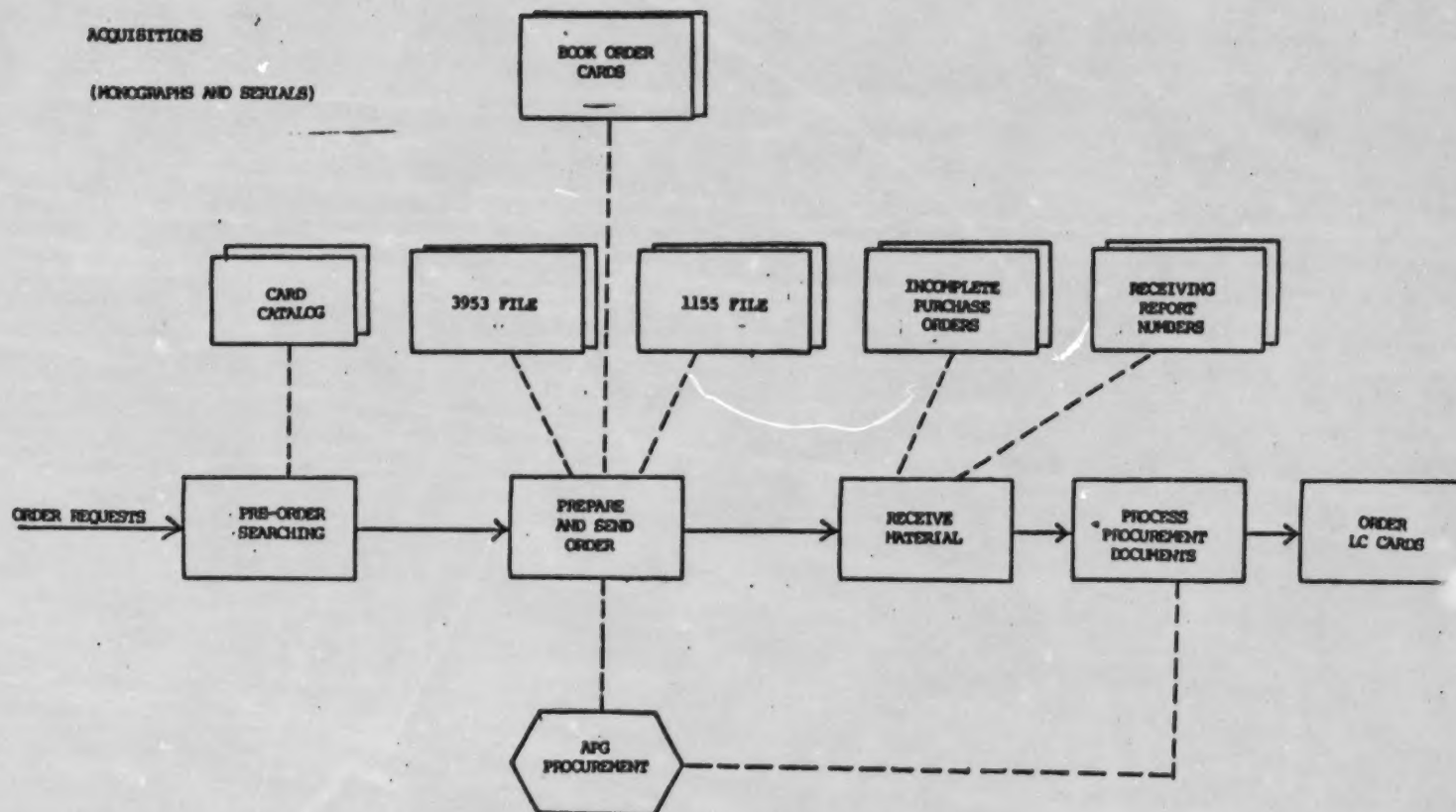
LIBRARY: Human Engineering Lab

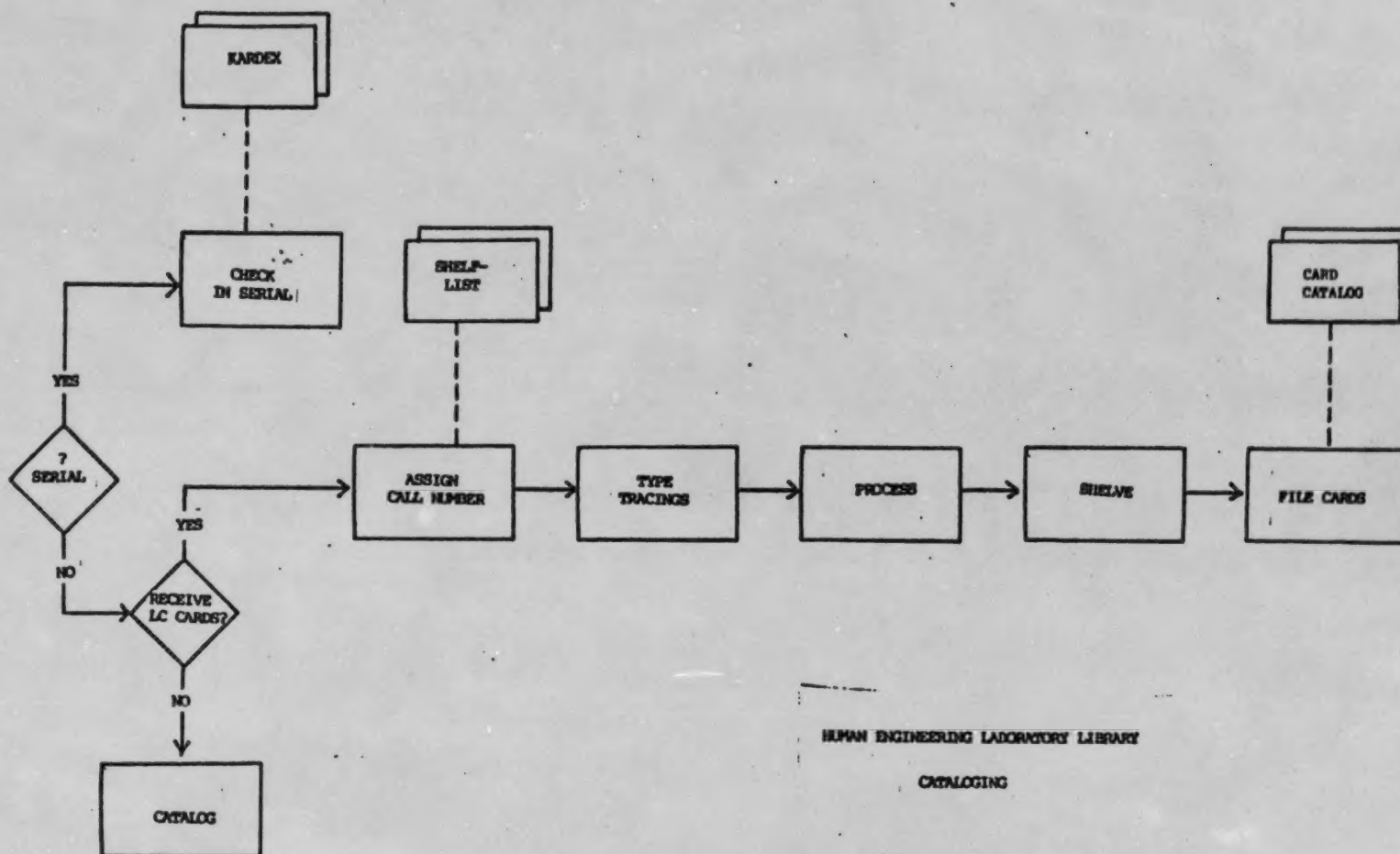
TECHNICAL PROCESSING FUNCTIONS	FILES	PERSONNEL	HOURS PER WEEK
CATALOGING & INDEXING (cont'd)			
Physical processing (labeling, etc.)	None	GS-3/1: (1411)	2
COLLECTION CONTROL			
Binding/preparation:			
Non-serial items	N/A	GS-8/9: (1411)	1.5
Serial items	None		
Weeding/salvaging	Card Catalog	GS-8/9: (1411) GS-3/1: (1411)	.1 .1

HUMAN ENGINEERING LABORATORY LIBRARY

ACQUISITIONS

(MONOGRAPHS AND SERIALS)





HUMAN ENGINEERING LABORATORY LIBRARY

CATALOGING

LIBRARY: ORDNANCE CENTER AND SCHOOL LIBRARY

COMMAND: TRADOC

TYPE OF LIBRARY: Academic

MISSION: To provide technical military reference and research library service for professional requirements of students, staff and faculty of USADC&S, and to circulate publications to library patrons.

BUDGET: FY 81, - \$121,700

COMMUNITY SERVED: 4,000 students, 400 civilians, 400 military

PERSONNEL: two 1410s
three 1411s

% OF TIME SPENT IN TECHNICAL PROCESSING: one 1410 - 35%
one 1411 - 57%
one 1411 - 12%

COLLECTION SIZE: monographs and technical reports - 156,321
serial titles - 270

ADP EQUIPMENT: TI 700
Access to Word Processor used to produce mailing labels and the periodicals holding list

TECHNICAL PROCESSING FUNCTIONS:

- o pre-order searching in holding file, OCLC, librarian's file
- o ordering through TRALINET and APG Procurement
- o create and send cataloging workform to TRALINET for input into OCLC and the TRALINET data base
- o no routing or binding of serials

INTEGRATION OF NEW TECHNOLOGY IN ARMY LIBRARIES: DATA COLLECTION

LIBRARY Ordnance Center and School Library (Ordnance)

COMMAND TRADOC

ANNUAL LIBRARY STATISTICS: FY 81 TOTAL:

PROCUREMENT OF SINGLE ITEMS

Items ordered/requested for library	
(If totals given for each type of	
material, list by type): books	1,197
technical reports	379
Items ordered for office collection: Books	0
Technical Reports	25
Items received: Books	1,197
Technical Reports	379
DA publications	3,772
Training extension courses	419

SERIALS PROCUREMENT & PROCESSING

New subscriptions	2
Renewed subscriptions	268
Titles received in library	270
Titles sent directly to offices/branches	0
Issues checked in	5,004
Issues claimed	150
Titles/issues routed	0

CATALOGING & INDEXING

Books cataloged	1,197
TRLs cataloged/indexed	379
Serial titles cataloged	0
Items in backlog	100
Authority records added	0
Cards filed	9,576
Machine-readable records in OCLC	1,736
Other items processed	4,291

COLLECTION CONTROL

Collection size:	
Total number of titles	156,591
Total number of volumes	159,691
Non-serial items bound	0
Serial volumes bound	0
Items weeded/salvaged	3,014

CIRCULATION

Registered patrons	4,800
Circulation activity	30,850
Inter-Library Loan requests	15
ILL requests received	124

INTEGRATION OF NEW TECHNOLOGY IN ARMY LIBRARIES: DATA COLLECTION

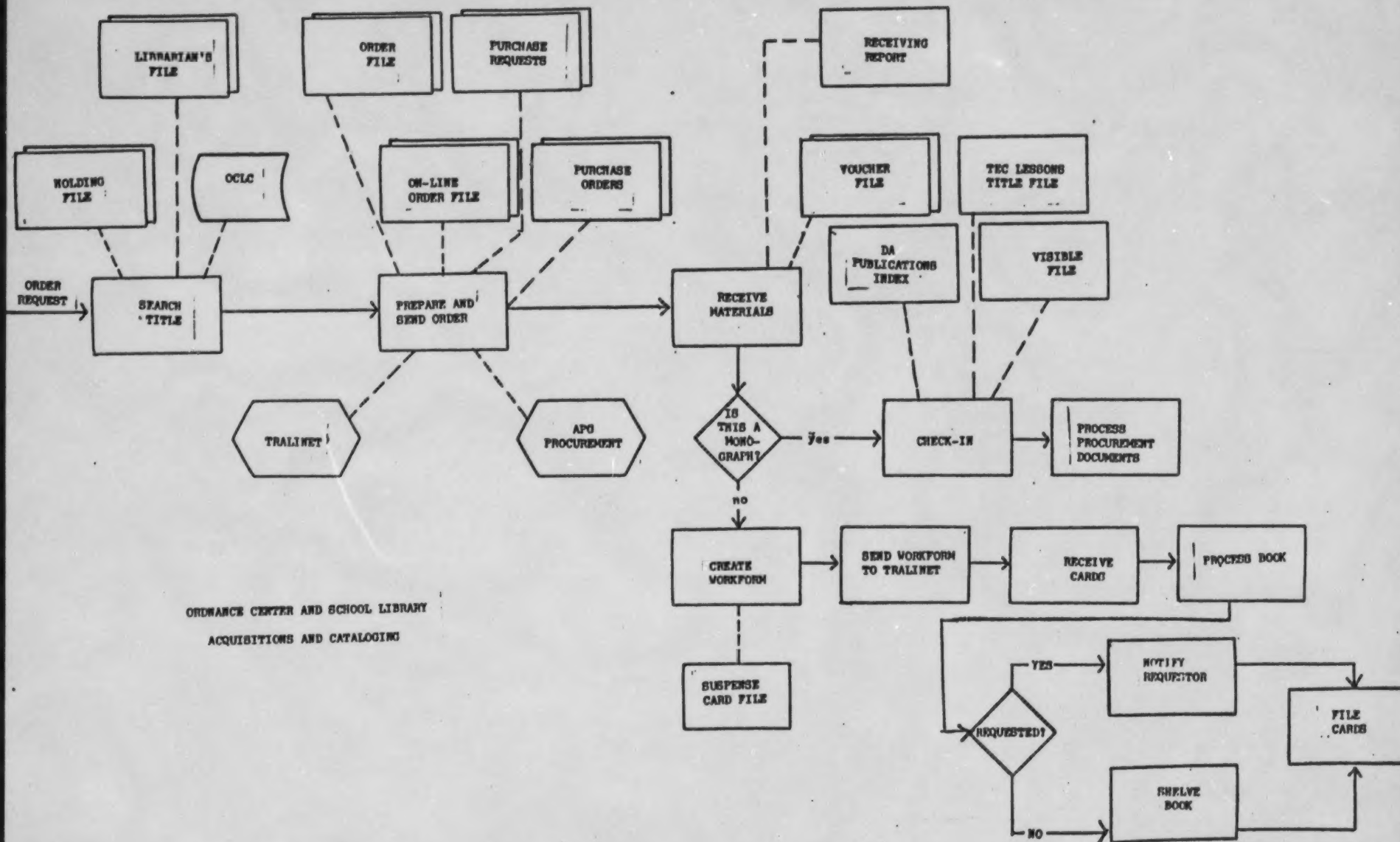
LIBRARY: Ordnance Center and School Library

TECHNICAL PROCESSING FUNCTIONS	FILES	PERSONNEL	HOURS PER WEEK
PROCUREMENT OF SINGLE ITEMS			
Pre-order searching	Librarians File	GS-11/7: (1410)	1
	OCLC	GS-5/10: (1411)	1
Ordering/requesting	Purchase Requests	GS-5/10: (1411)	5
	Purchase Orders	GS-11/7: (1410)	2
	Order File		
	On-Line Order File		
Receipt processing (including vouchering)	Receiving Report	GS-5/10: (1411)	5
	Voucher File		
	DA publications index		
	TEC Lessons title file		
SERIALS PROCUREMENT & PROCESSING			
Pre-order searching	Visible File	GS-5/10: (1411)	1
Ordering/requesting	Purchase Requests	GS-5/10: (1411)	5
	Purchase Orders		
Checking-in	Visible File	GS-11/7: (1410)	5
Claiming	Form Letter	GS-5/10: (1411)	1
		GS-11/7: (1410)	1
Routing	None	N/A	N/A
CATALOGING & INDEXING			
Pre-cataloging searching	Catalog	GS-11/7: (1410)	2
OCLC record updating	OCLC (97% hit rate)	GS-7/9: (1411)	3.8
Original cataloging	Suspense Card File	GS-7/9: (1411)	.2
	OCLC Requests		
Authority record creation	N/A	N/A	
Card filing	Card Catalog	GS-11/7: (1410)	2
		GS-7/9: (1411)	1

INTEGRATION OF NEW TECHNOLOGY IN ARMY LIBRARIES: DATA COLLECTION

LIBRARY: Ordnance Center and School Library

TECHNICAL PROCESSING FUNCTIONS	FILES	PERSONNEL	HOURS PER WEEK
CATALOGING & INDEXING (cont'd)			
Physical processing (labeling, etc.)	None	GS-5/10: (1411)	4
COLLECTION CONTROL			
Binding/preparation:			
Non-serial items	None	N/A	N/A
Serial items	None	N/A	N/A
Weeding/salvaging	Catalog	GS-11/7: (1410) GS-5/10: (1411)	1 1



LIBRARY: TESTING AND EVALUATION COMMAND LIBRARY (TECOM)

COMMAND: DARCOM

MISSION: Provide professional library services to TECOM staff at Aberdeen Proving Ground. Maintain DA publication collection, acquire and organize monographs and serials, and provide reference services.

COMMUNITY SERVED: TECOM staff at APG

ADP EQUIPMENT: access to dumb terminal and to OCLC terminal

PERSONNEL: one 1410

% OF TIME SPENT IN TECHNICAL PROCESSING: 5%

COLLECTION SIZE: monographs - 250
serial titles - 42
technical reports - 1,000+

TECHNICAL PROCESSING FUNCTIONS:

- o monograph cataloging based on OCLC records

Note: Due to the limited amount of technical processing performed at this library, detailed reports were not developed.

INTEGRATION OF NEW TECHNOLOGY IN ARMY LIBRARIES: DATA COLLECTION

LIBRARY TECOM

COMMAND DARCOM

ANNUAL LIBRARY STATISTICS: FY 81 ----- | TOTAL: -----

PROCUREMENT OF SINGLE ITEMS

Items ordered/requested for library	
books	24
technical reports	230
Items ordered for office collections	0
Items received: books	24
technical reports	656

SERIALS PROCUREMENT & PROCESSING

New subscriptions	0
Renewed subscriptions	23
Titles received in library	42
Titles sent directly to offices/branches	0
Issues checked in	907
Issues claimed	0
Titles routed	0

CATALOGING & INDEXING

Books cataloged	24
Technical reports cataloged	494
Serial titles cataloged	0
Other items processed	0
Items in backlog	0
Authority records added	0
Cards filed	590
Machine-readable records in OCLC	0

COLLECTION CONTROL

Collection size:	
Total number of titles	250 books
	over 1000 reports
	not available
Total number of volumes	0
Non-serial items bound	0
Serial volumes bound	3
Items weeded/salvaged	

CIRCULATION

Registered patrons	300
Items circulated	294
Inter-Library Loan requests	25
Inter-Library Loan requests received	0

Technical processing takes about one hour per week.

LIBRARY: WOOD TECHNICAL LIBRARY

COMMAND: OFFICE OF THE SURGEON GENERAL

TYPE OF LIBRARY: Medical

MISSION: To acquire, organize and disseminate scientific and technical materials and provide reference services to support the research and training of the U.S. Army Medical Research Institute of Chemical Defense staff and the biomedical needs of Chemical Systems Laboratory.

BUDGET: \$292,883

COMMUNITY SERVED: 300 at Edgewood, APG

PERSONNEL: two 1410s
two 1411s

% OF TIME SPENT IN TECHNICAL PROCESSING: one 1410 - 25%
one 1411 - 60%

COLLECTION SIZE: monographs 4,600
serial titles - 832
technical reports - 50

ADP EQUIPMENT: OCLC terminal
TI 700

TECHNICAL PROCESSING FUNCTIONS:

- o pre-order searching in manual files
- o ordering through APG procurement, using purchase orders and BPAs.
- o cataloging through OCLC (95% hit rate)
- o serial volumes bound, no routing
- o control laboratory notebooks using Univac 1108

INTEGRATION OF NEW TECHNOLOGY IN ARMY LIBRARIES: DATA COLLECTION

LIBRARY Wood Technical Library (Wood)

COMMAND Medical Research and Development Command (OTSG)

ANNUAL LIBRARY STATISTICS: FY 81 TOTAL:

PROCUREMENT OF SINGLE ITEMS

Items ordered/requested for library	
(If totals given for each type of	
material, list by type): books	425
technical reports	0
Items ordered for office collections: Books	3
Technical reports	0
Items received: Books	500
Technical Reports	0

SERIALS PROCUREMENT & PROCESSING

New subscriptions	21
Renewed subscriptions	811
Titles received in library	832
Titles sent directly to offices/branches	0
Issues checked in	5,800
Issues claimed	30
Titles/issues routed	0

CATALOGING & INDEXING

Books cataloged	390
TRLs cataloged/indexed	0
Serial titles cataloged	0
Other items processed	0
Items in backlog	350
Authority records added	0
Cards filed	2,340
Machine-readable records in OCLC	3,589

COLLECTION CONTROL

Collection size:	
Total number of titles	5,482
Total number of volumes	n/a
Non-serial items bound	0
Serial volumes bound	630
Items weeded/salvaged	75
Lab notebooks issued	65

CIRCULATION

Registered patrons	300
Items circulated	2,160
Inter-Library Loan requests	1,400
ILL requests received	1,800

INTEGRATION OF NEW TECHNOLOGY IN ARMY LIBRARIES: DATA COLLECTION

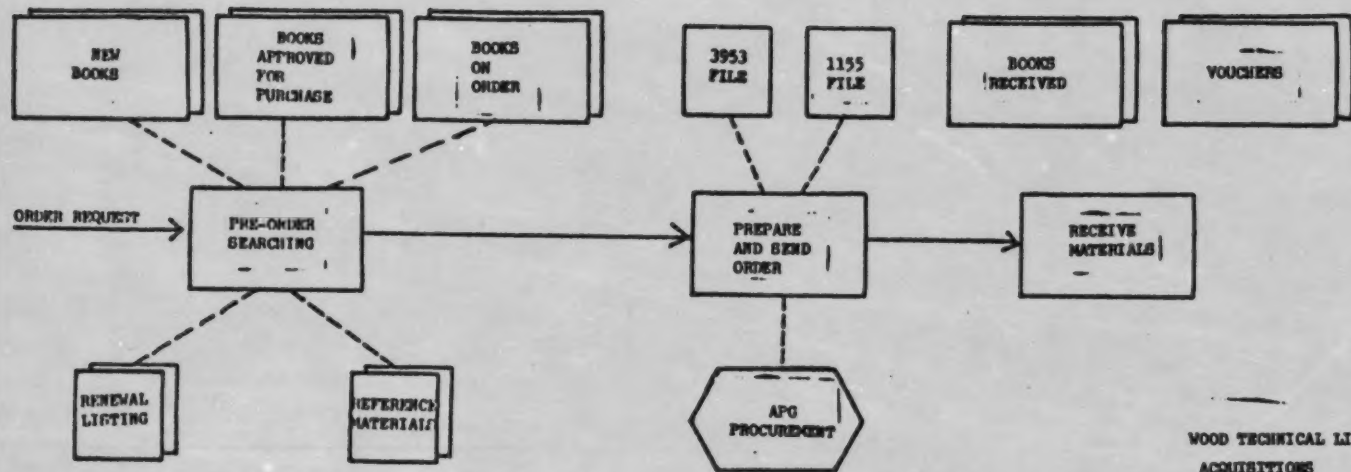
LIBRARY: Wood Technical Library

TECHNICAL PROCESSING FUNCTIONS	FILES	PERSONNEL	HOURS PER WEEK
PROCUREMENT OF SINGLE ITEMS	Reference Materials		
	New Books		
Pre-order searching	Books Approved for Purchase Books on Order	GS-12/1: (1410)	2
Ordering/requesting	Translations on Order STEAP 57	GS-5/7: (1411)	3
Receipt processing (including vouchering)	Books Received Vouchers	GS-5/7: (1411) GS-12/1: (1410)	5 1
SERIALS PROCUREMENT & PROCESSING			
Pre-order searching	Renewal Listing Reference Materials	GS-5/7: (1411)	1
Ordering/requesting	3953 File 1155 File	GS-12/1: (1410) GS-5/7: (1411)	1 2
Checking-in	Kardex	GS-5/7: (1411)	8
Claiming	Journals Needed	GS-12/1: (1410) GS-5/7: (1411)	.1 .1
Routing	None	N/A	N/A
CATALOGING & INDEXING			
Pre-cataloging searching	OCLC	GS-5/7: (1411)	2
OCLC record updating	OCLC (95% hit rate)	GS-12/1: (1410)	5
Original cataloging	OCLC	GS-12/1: (1410)	1
Authority record creation	None	N/A	N/A
Card filing	Author/Title Subject Translations-journal title author Dewey author/title	GS-5/7: (1411)	1

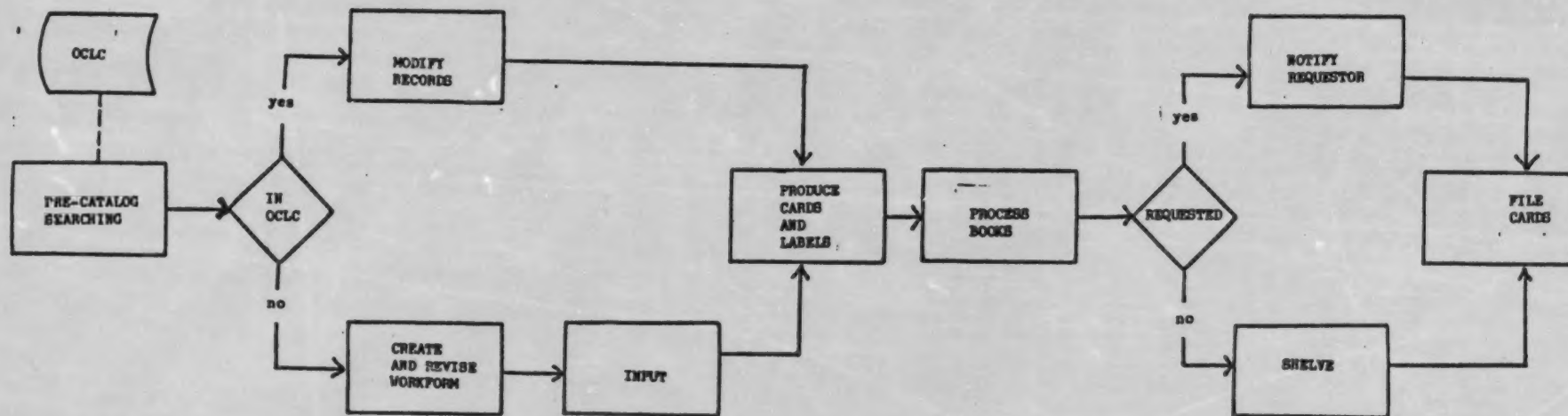
INTEGRATION OF NEW TECHNOLOGY IN ARMY LIBRARIES: DATA COLLECTION

LIBRARY: Wood Technical Library

TECHNICAL PROCESSING FUNCTIONS	FILES	PERSONNEL	HOURS PER WEEK
CATALOGING & INDEXING (cont'd)			
Physical processing (labeling, etc.)	None	GS-5/7: (1411)	1
COLLECTION CONTROL			
Binding/preparation:	Binding Information	GS-5/7: (1411) GS-12/1: (1410)	1 .2
Non-serial items			
Serial items			
Weeding/salvaging	Card catalog Kardex	GS-12/1: (1410)	.1



WOOD TECHNICAL LIBRARY
ACQUISITIONS



INTEGRATION OF NEW TECHNOLOGY IN ARMY LIBRARIES:

Port Belvoir Libraries

ANNUAL LIBRARY STATISTICS: FY 81 ----- | TOTAL: -----

PROCUREMENT OF SINGLE ITEMS

Items ordered/requested for library	14,459
Items ordered for office collections	949
Items received	53,653

SERIALS PROCUREMENT & PROCESSING

New subscriptions	106
Reissued/Renewed subscriptions	2,239
Titles received in library	2,012
Titles sent directly to offices/branches	920
Issues checked in	27,883
Issues claimed	519
Titles routed	722
Issues routed	8,676

CATALOGING & INDEXING

Books cataloged	5,158
Technical reports cataloged/indexed	5,782
Serial titles cataloged	163
Other items processed	13,398
Items in backlog	11,456*
Authority records added	10,752
Cards filed	88,436
Machine-readable records in OCLC	26,197

COLLECTION CONTROL

Collection size:	
Total number of titles	423,930
Total number of volumes	507,560
Non-serial items bound	1,119
Serial volumes bound	615
Items weeded/salvaged	9,389

CIRCULATION

Registered patrons	17,279
Items circulated	541,039
Inter-Library Loan: Items Borrowed	3,939
Inter-Library Loan: Items Loaned	3,848

63

* 6,056 Items to be Cataloged; 5,400 Cards to be Filed.

LIBRARY: U.S. ARMY COASTAL ENGINEERING RESEARCH CENTER (CERC)

COMMAND: CORPS OF ENGINEERS

TYPE OF LIBRARY: Technical

MISSION: To provide a general engineering and scientific reference collection and a specialized collection in the disciplines appropriate to coastal engineering, and reference needs of the Center's staff, similar reference needs of the Board of Engineers for Rivers and Harbors, Water Resources Support Center, Corps of Engineers, other government and non-Federal government organizations and individuals; and archival and historical requirements in the coastal engineering field.

BUDGET: FY 81, \$125,000 for library materials

COMMUNITY SERVED: 400 professionals at Ft. Belvoir, and 10 professionals at Duck, North Carolina research facility, "The Pier".

PERSONNEL: three 1410s
 one 1411
 one 0322

% OF TIME SPENT IN TECHNICAL PROCESSING: two 1410s - 47%
 one 1410 - 82%
 one 1411 - 47%
 one 0322 - 34%

COLLECTION SIZE: monographs - 40,000
 technical reports - 50,000
 periodical titles - 465

ADP EQUIPMENT: OCLC dedicated terminal and printer
 TI 700 series terminal

TECHNICAL PROCESSING FUNCTIONS:

- o ordering through CERC procurement, BPAs, and purchase orders and requests; some materials provided as gifts and on exchange
- o serials routed
- o cataloging through OCLC (29% hit rate)
- o full AACR2 cataloging of monographs, serials, technical reports, analytics, and reprints
- o authority files (name and series) maintained

INTEGRATION OF NEW TECHNOLOGY IN ARMY LIBRARIES: DATA COLLECTION

LIBRARY Coastal Engineering Research Center (CERC)

COMMAND Corps of Engineers

BRANCHES Field Research Facility ("The Pier") in NC; also serves the
Institute for Water Resources (IWR) and the Board of Engineers of
Rivers and Harbors (BERH)

ANNUAL LIBRARY STATISTICS: FY 81 ----- | TOTAL: -----

PROCUREMENT OF SINGLE ITEMS

Items ordered/requested for library	5,056
Items ordered for office collections	3
Items received	5,000

SERIALS PROCUREMENT & PROCESSING

New subscriptions	25
Reissued/Renewed subscriptions	440
Titles received in library	465
Titles sent directly to offices/branches	100
Issues checked in	5,255
Issues claimed	100
Titles/issues routed	450/5,085

CATALOGING & INDEXING

Books cataloged	416
Technical reports cataloged/indexed	4,000
Serial titles cataloged	62
Other items processed	1,000*1
Items in backlog	3,500*2
Authority records added	10,752
Cards filed	32,752
Machine-readable records in OCLC	3,995

COLLECTION CONTROL

Collection size:	
Total number of titles	93,500*3
Total number of volumes	96,100
Non-serial items bound	-
Serial volumes bound	0
Items weeded/salvaged	325

CIRCULATION

Registered patrons	400
Items circulated	3,265
Inter-Library Loan: items borrowed	734
items loaned	692

65

*1 282 reprints, 718 analytics.

*2 2,000 books and serials, 1500 analytics and reprints.

*3 40,000 books; 50,000 technical reports (hard copy), 3,000 fiche; 400 periodicals; 100 films.

INTEGRATION OF NEW TECHNOLOGY IN ARMY LIBRARIES: DATA COLLECTION

LIBRARY: CERC Library (COE)

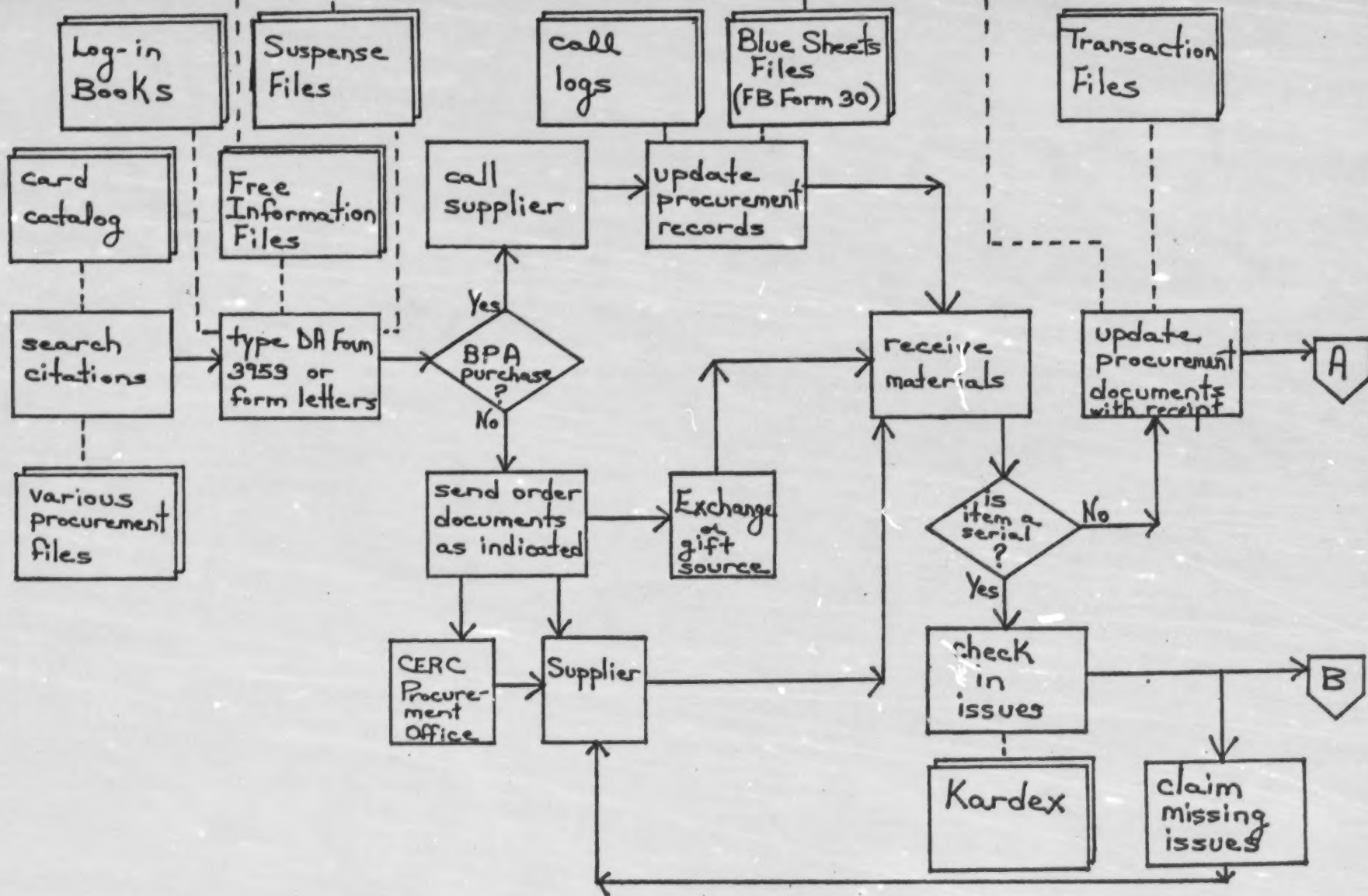
TECHNICAL PROCESSING FUNCTIONS	FILES	PERSONNEL	HOURS PER WEEK
PROCUREMENT OF SINGLE ITEMS			
Pre-order searching	card catalog	GS-12/9: (1410)	1.8
	suspense file	GS-9/2: (1410)	7.7
	transaction file	GS-5/5: (1411)	.4
Ordering/requesting	procurement files	GS-12/9: (1410)	7
	suspense files	GS-9/2: (1410)	1.8
	free information files	GS-1/1: (0322)	4
Receipt processing (including vouchering)	suspense file	GS-12/9: (1410)	10
	transaction file	GS-9/2: (1410)	1.8
	free information file	GS-5/5: (1411)	4
SERIALS PROCUREMENT & PROCESSING			
Pre-order searching	reference works	GS-9/2: (1410)	.1
Ordering/requesting	procurement files	GS-1/1: (0322)	.5
Checking-in	Kardex	GS-5/5: (1411)	3.5
		GS-1/1: (0322)	3.5
Claiming	Kardex		
	procurement files	GS-5/5: (1411)	.5
Routing	routing lists (computer produced)	GS-5/5: (1411)	6*
		GS-1/1: (0322)	2.5
CATALOGING & INDEXING			
Pre-cataloging searching	card catalog series file	GS-5/5: (1411)	4
OCLC record updating	OCLC (29% hit rate)	GS-11/1: (1410)	1.5
Original cataloging	OCLC	GS-11/1: (1410)	15.5
	card catalog		
	authority files		
	classification schedules		
Authority record creation	authority files	GS-11/1: (1410)	8.8

* Includes 1.5 hours/week to update the routing list program.

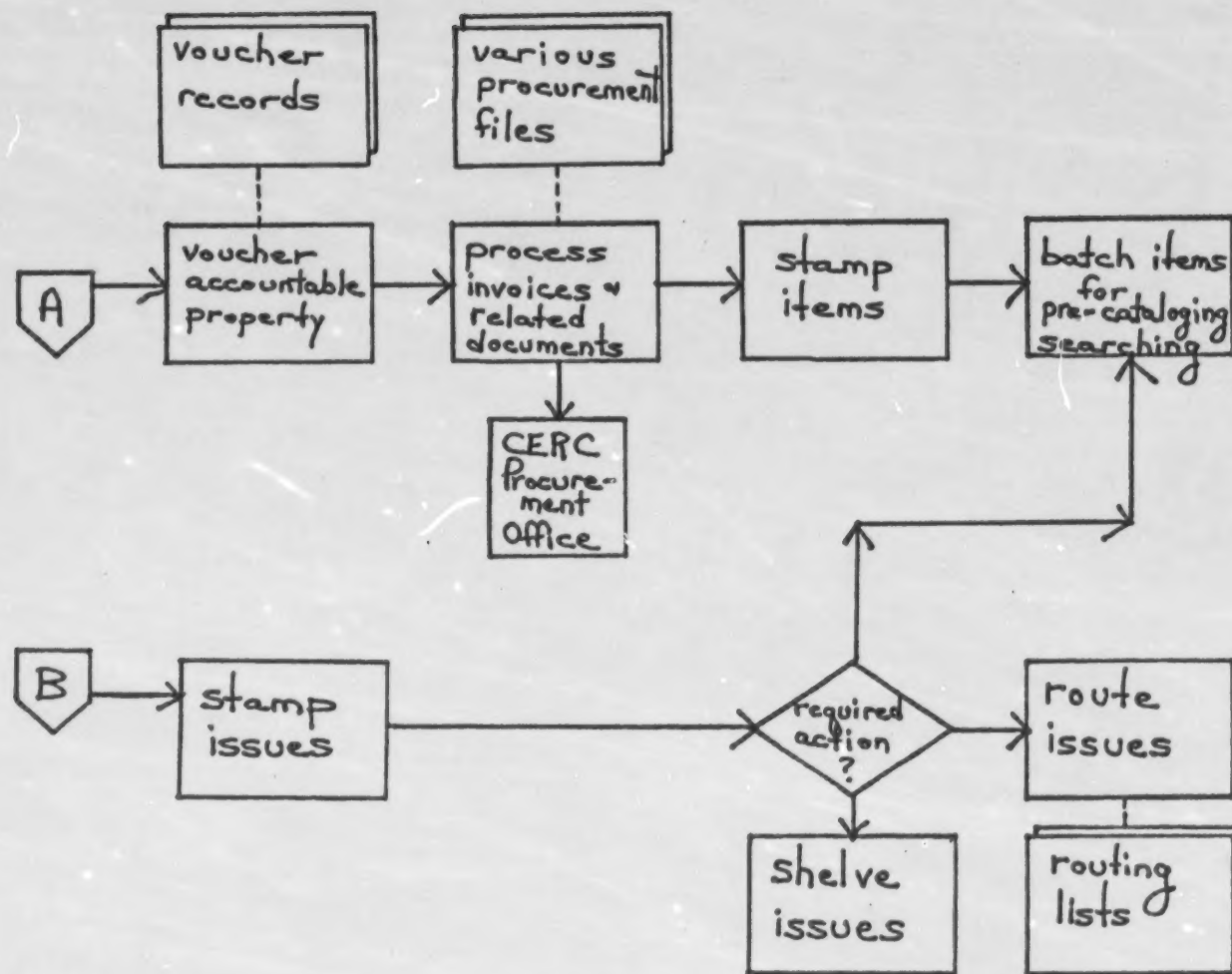
INTEGRATION OF NEW TECHNOLOGY IN ARMY LIBRARIES: DATA COLLECTION

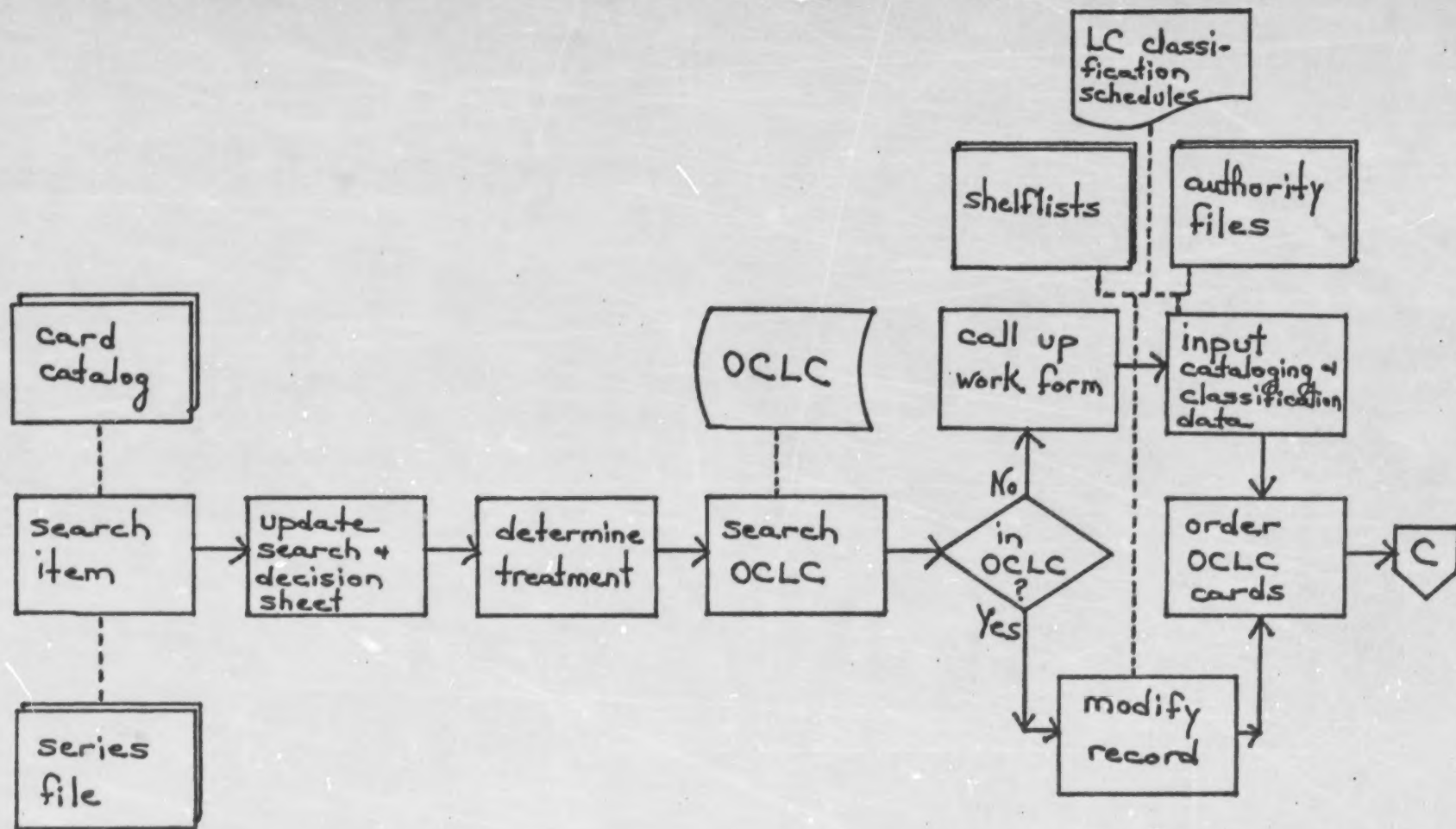
LIBRARY: CERC Library (COE)

TECHNICAL PROCESSING FUNCTIONS	FILES	PERSONNEL	HOURS PER WEEK
CATALOGING & INDEXING (cont'd)			
Card filing	card catalog	GS-11/1: (1410)	4.4
Physical processing (labeling, etc.)	-	GS-11/1: (1410) GS-1/1: (0322)	2.5 3
COLLECTION CONTROL			
Binding/preparation:			
Non-serial items	-	-	
Serial items	-	-	
Weeding/salvaging	card catalog voucher record	GS-5/5: (1411)	.3

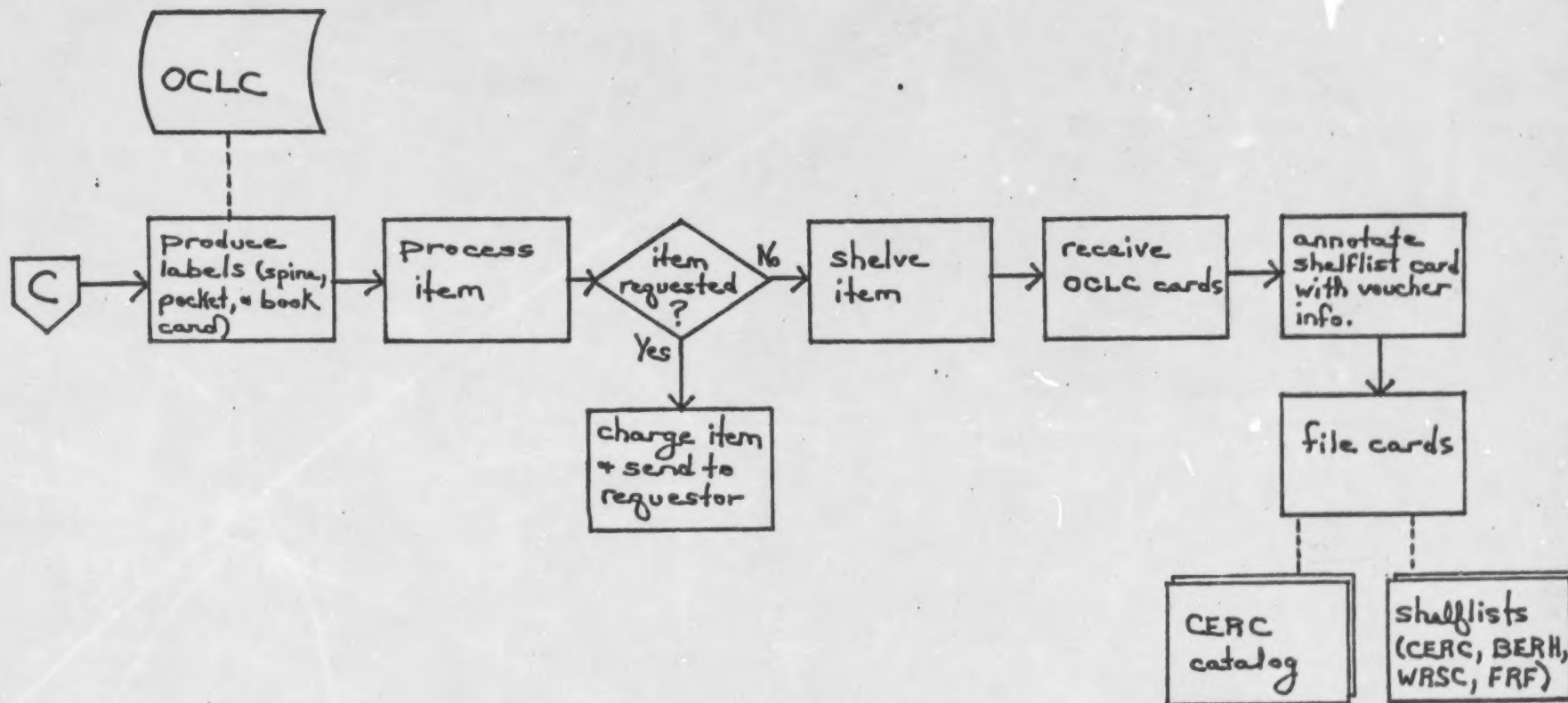


CERC Library: Acquisitions (monographs and serials) (p.1)





CERC Library: Cataloging (p.1)



LIBRARY: DEWITT ARMY HOSPITAL MEDICAL LIBRARY

COMMAND: HEALTH SERVICES COMMAND

TYPE OF LIBRARY: Medical

MISSION: To provide professional books and periodicals for reference, education, and research concerning the most recent as well as historical developments in medicine, surgery, and other specialties represented in the clinical coverage in the medical and allied fields and to provide reference services and support to meet the professional and educational needs of all persons assigned to the DeWitt Army Hospital and its extension services.

BUDGET: FY 81, \$16,800 for library materials

COMMUNITY SERVED: hospital personnel at Ft. Belvoir, the post veterinarian, and medical personnel at the Logan Dental Clinic and the Vint Hill Dispensary.

PERSONNEL: one 1410

% OF TIME SPENT IN TECHNICAL PROCESSING: 42%

ADP EQUIPMENT: none

COLLECTION SIZE: monographs - 2,300
serial titles - 247

TECHNICAL PROCESSING FUNCTIONS:

- o ordering through Ft. Belvoir procurement, using BPAs and some purchase requests
- o serials routed and bound
- o cataloging is all original, including in-house production of cards

INTEGRATION OF NEW TECHNOLOGY IN ARMY LIBRARIES: DATA COLLECTION

LIBRARY DeWitt Army Hospital, Fort Belvoir (DeWitt)

COMMAND Health Services Command

BRANCHES Extensions - Logan Dental Clinic, Vint Hill Dispensary, A.P. Hill,
and others

ANNUAL LIBRARY STATISTICS: FY 81 ----- | TOTAL: -----

PROCUREMENT OF SINGLE ITEMS

Items ordered/requested for library	158
Items ordered for office collections	55
Items received	181

SERIALS PROCUREMENT & PROCESSING

New subscriptions	1
Reissued/Renewed subscriptions	246
Titles received in library	247
Titles sent directly to offices/branches	-
Issues checked in	2,837
Issues claimed	260
Titles/issues routed	73/968

CATALOGING & INDEXING

Books cataloged	215
Technical reports cataloged/indexed	2
Serial titles cataloged	1
Other items processed	0
Items in backlog	156
Authority records added	0
Cards filed	1,295
Machine-readable records in OCLC	0

COLLECTION CONTROL

Collection size:	
Total number of titles	2,540
Total number of volumes	7,560*1
Non-serial items bound	19*2
Serial volumes bound	290
Items weeded/salvaged	155

CIRCULATION

Registered patrons	525
Items circulated	2,500
Inter-Library Loan: items borrowed	450
items loaned	155

*1 4,000 bound journal volumes.

*2 Autopsy and surgical reports.

INTEGRATION OF NEW TECHNOLOGY IN ARMY LIBRARIES: DATA COLLECTION

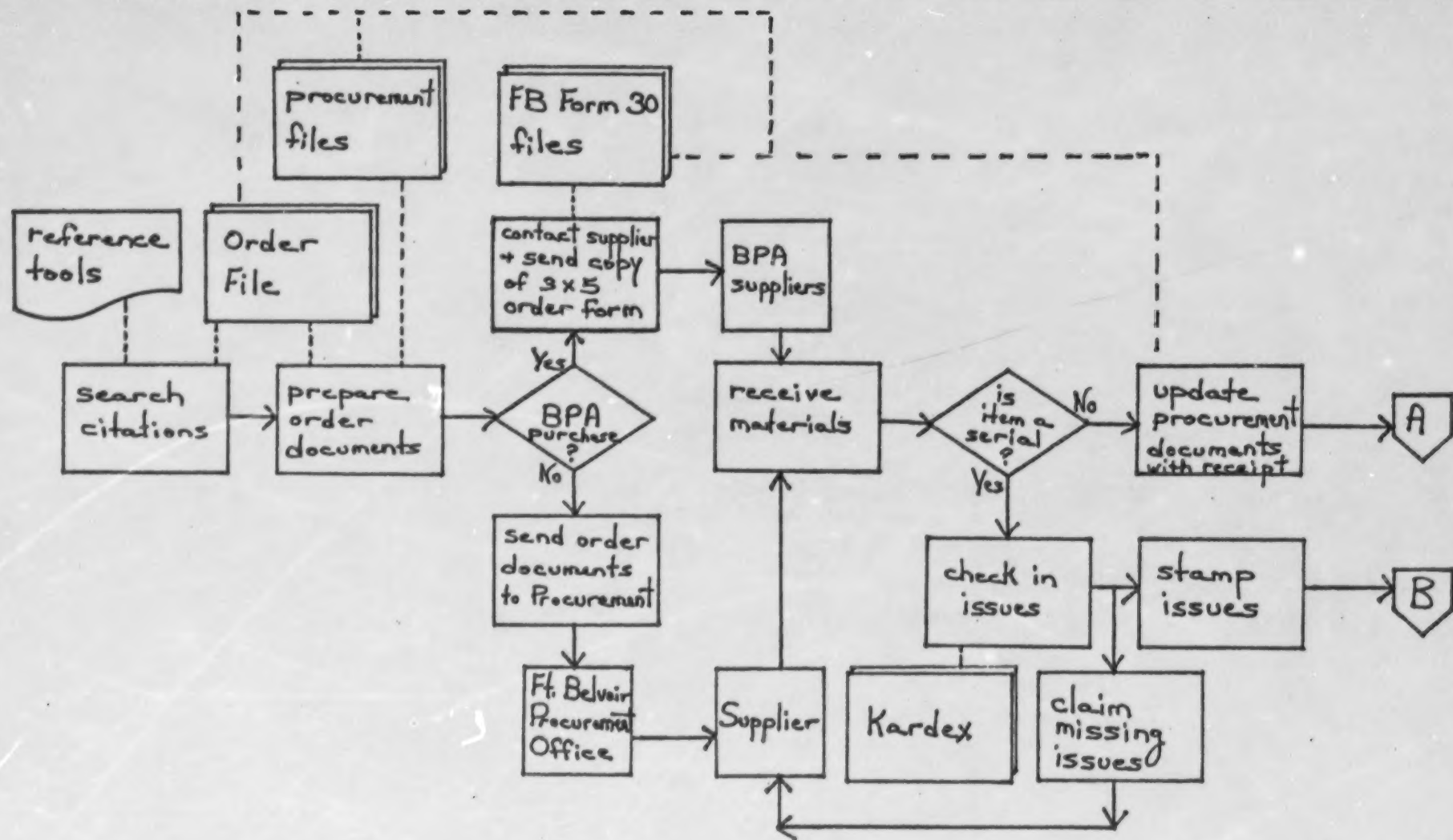
LIBRARY: DeWitt Hospital Library (HSC)

TECHNICAL PROCESSING FUNCTIONS	FILES	PERSONNEL	HOURS PER WEEK
PROCUREMENT OF SINGLE ITEMS			
Pre-order searching	reference books order file procurement files	GS-9/7: (1410)	1
Ordering/requesting			
Receipt processing (including vouchering)	order file procurement files voucher record	GS-9/7: (1410)	1.5
SERIALS PROCUREMENT & PROCESSING			
Pre-order searching	reference books order file procurement files	GS-9/7: (1410)	.8
Ordering/requesting			
Checking-in	Kardex	GS-9/7: (1410)	3.8
Claiming	Kardex	GS-9/7: (1410)	.3
Routing	Kardex	GS-9/7: (1410)	1.2
CATALOGING & INDEXING			
Pre-cataloging searching	reference books card catalog	GS-9/7: (1410)	1
OCLC record updating	-	-	
Original cataloging	card catalog subject heading lists classification schedules	GS-9/7: (1410)	4
Authority record creation	-	-	
Card filing	card catalog	GS-9/7: (1410)	.5
Physical processing (labeling, etc.)	-	GS-9/7: (1410)	1

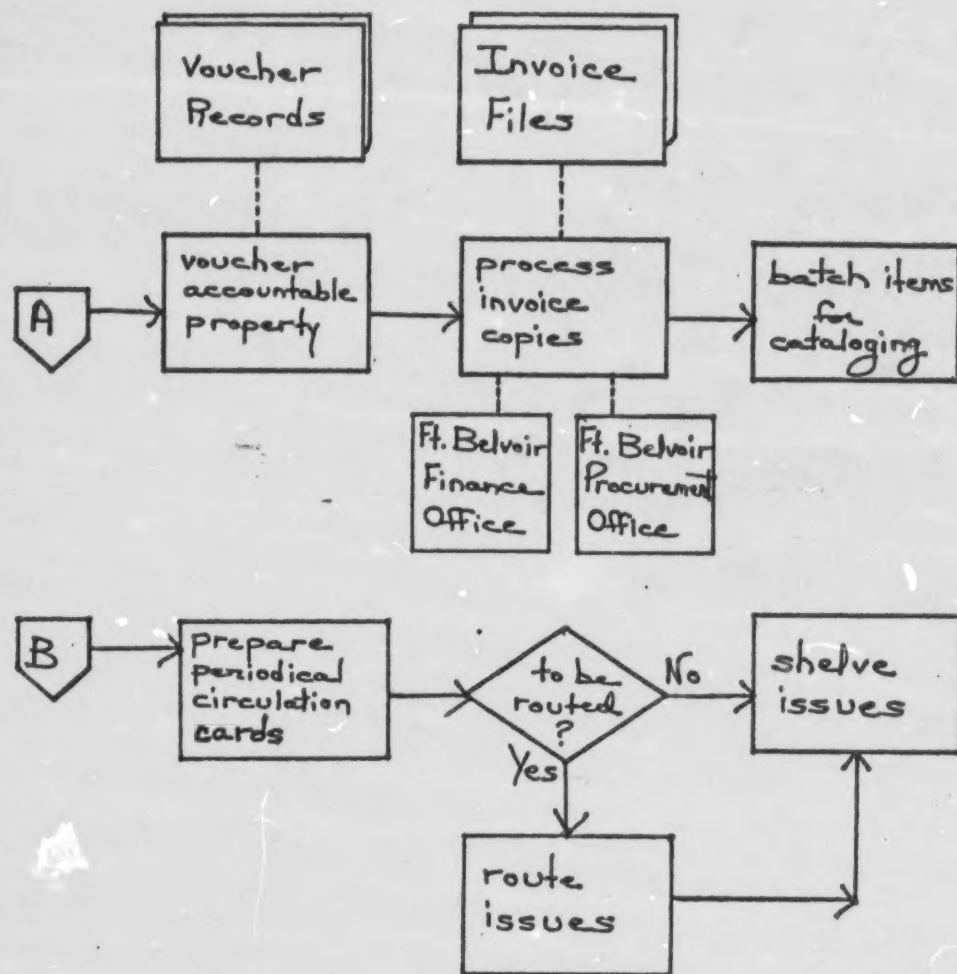
INTEGRATION OF NEW TECHNOLOGY IN ARMY LIBRARIES: DATA COLLECTION

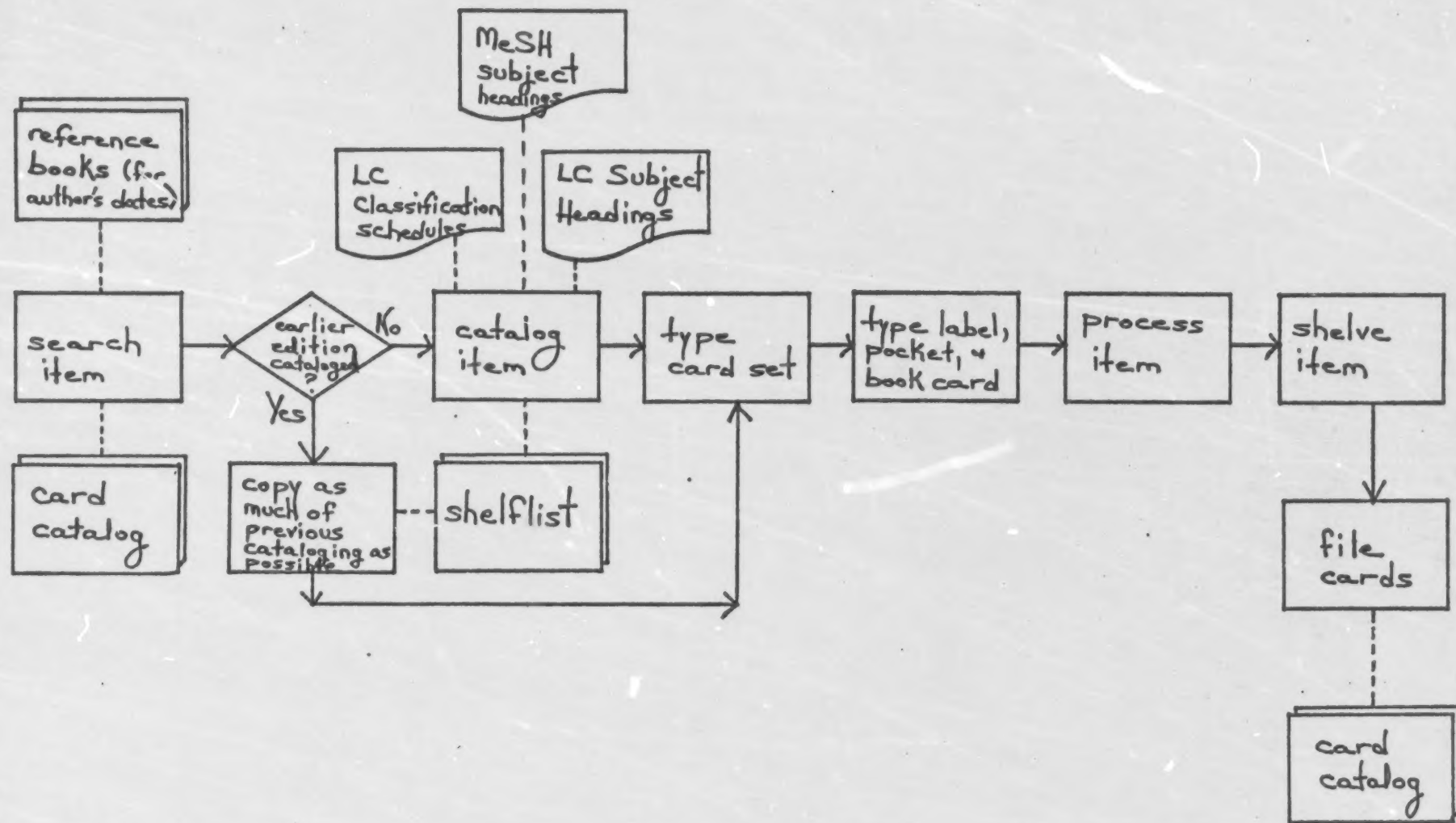
LIBRARY: DeWitt Hospital Library (HSC)

TECHNICAL PROCESSING FUNCTIONS	FILES	PERSONNEL	HOURS PER WEEK
COLLECTION CONTROL			
Binding/preparation:			
Non-serial items	-	-	
Serial items	Kardex	GS-9/7: (1410)	1.3
Weeding/salvaging	card catalog	GS-9/7: (1410)	.3
	lists of titles salvaged	GS-9/7: (1410)	.2



DeWitt Medical Library: Acquisitions (monographs and serials) (p.1)





DeWitt Medical Library: Cataloging

LIBRARY: THE ENGINEER SCHOOL AND LEARNING RESOURCES CENTER (a special branch of the Van Noy Library)

COMMAND: TRADOC

TYPE OF LIBRARY: Educational

MISSION: To provide professional library services to staff, faculty, and students of the U.S. Army Engineer School (USAES); to maintain an array of multi-media equipment and self-paced learning packages designed for course related study, remedial training, and professional or personal development.

BUDGET: FY 81, \$31,000 for books and serials; an additional \$22,000 in end-of-year funds was provided.

COMMUNITY SERVED: 4,000 staff, faculty, and students at USAES

PERSONNEL: two 1410s
one 1411
one E-5

% OF TIME SPENT IN TECHNICAL PROCESSING: one 1410 - 12%
one 1410 - 24%
one 1411 - 22%
one E-5 - 8%

COLLECTION SIZE: monographs - 64,823
serial titles - 250
other materials including TEC and video tapes and military publications - 65,250

ADP EQUIPMENT: Hewlett Packard terminal (HP-2621p); may be used to order DTIC reports online

TECHNICAL PROCESSING FUNCTIONS:

- o pre-order searching in card catalog and reference books
- o acquisitions and cataloging performed at the Van Noy Library
- o acquires technical reports for USAES personnel through DTIC
- o types catalog cards for TEC tapes and other audiovisual materials received
- o maintains extensive collection of military publications, with holdings information annotated in published indexes

INTEGRATION OF NEW TECHNOLOGY IN ARMY LIBRARIES: DATA COLLECTION

LIBRARY Engineer School Library and Learning Resources Center (Eng School)

COMMAND TRADOC

BRANCHES none; this library operates as a branch of the Van Noy Library

ANNUAL LIBRARY STATISTICS: FY 81 ----- | TOTAL: -----

PROCUREMENT OF SINGLE ITEMS

Items ordered/requested for library	230
Items ordered for office collections	430*1
Items received	8,135

SERIALS PROCUREMENT & PROCESSING

New subscriptions	20
Reissued/Renewed subscriptions	230
Titles received in library	250
Titles sent directly to offices/branches	0
Issues checked in	0
Issues claimed	30
Titles/issues routed	0

CATALOGING & INDEXING

Books cataloged	541*2
Technical reports cataloged/indexed	0
Serial titles cataloged	0
Other items processed	7,905
Items in backlog	0
Authority records added	0
Cards filed	7,385
Machine-readable records in OCLC	1,290

COLLECTION CONTROL

Collection size:	
Total number of titles	130,325
Total number of volumes	166,198
Non-serial items bound	900
Serial volumes bound	250
Items weeded/salvaged	1,298

CIRCULATION

Registered patrons	380
Items circulated	8,278
Inter-Library Loan: items borrowed	70
items loaned	402

*1 Includes 400 technical reports given to Engineer School students.

*2 Cataloged on OCLC by Van Noy Library.

INTEGRATION OF NEW TECHNOLOGY IN ARMY LIBRARIES: DATA COLLECTION

LIBRARY: Engineer School Library (TRADOC)

TECHNICAL PROCESSING FUNCTIONS	FILES	PERSONNEL	HOURS PER WEEK
PROCUREMENT OF SINGLE ITEMS			
Pre-order searching	order files	GS-11/2: (1410)	.3
Ordering/requesting	order files	GS-9/2: (1410)	2
Receipt processing (including vouchering)	order files indexes to military pubs.	GS-9/2: (1410) GS-5/5: (1411)	2.5 8
SERIALS PROCUREMENT & PROCESSING			
Pre-order searching	procurement records	GS-11/2: (1410)	.1
Ordering/requesting	procurement records	GS-5/5: (1411)	.8
Checking-in	serial record	E-5:	.5
Claiming	serial record	GS-11/2: (1410)	.1
Routing	-	-	
CATALOGING & INDEXING			
Pre-cataloging searching	-	_*1	
OCLC record updating	-	_*1	
Original cataloging	-	_*1	
Authority record creation	-	-	
Card filing	card catalog	GS-11/2: (1410) E-5:	1*2 1.5
Physical processing (labeling, etc.)	-	GS-9/2: (1410)	3

*1 Performed by the Van Noy Library staff.

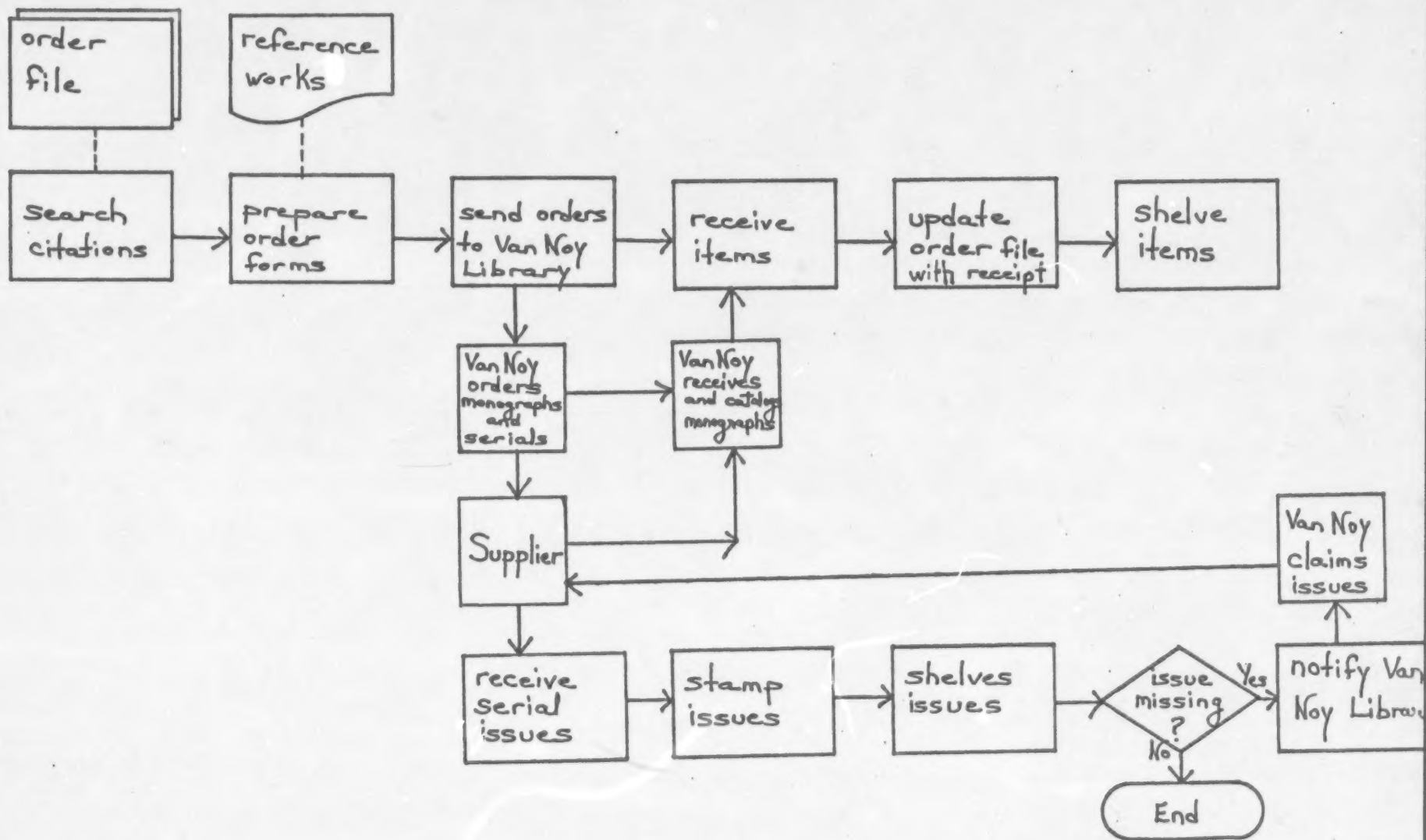
*2 Reviser.

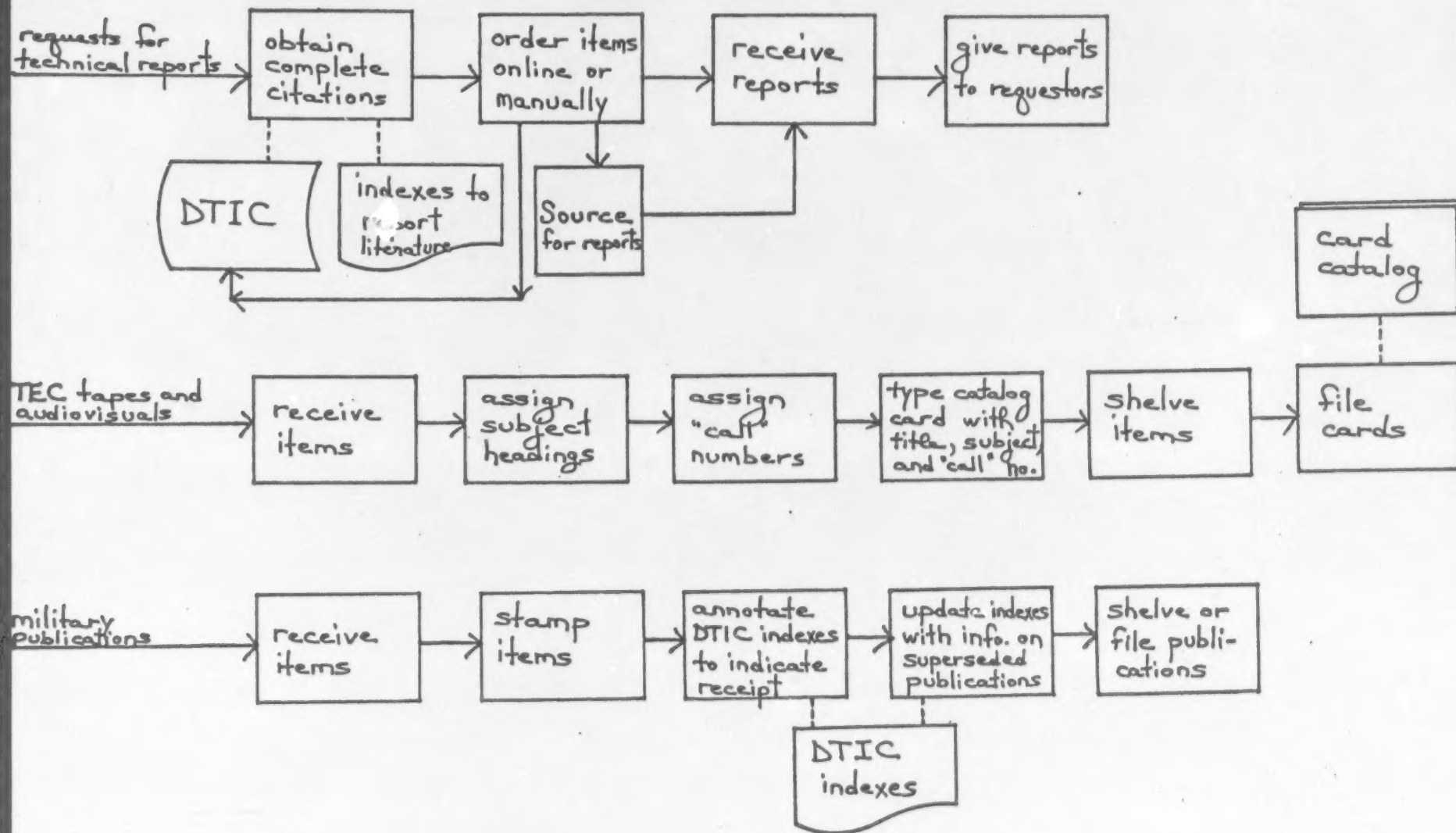
INTEGRATION OF NEW TECHNOLOGY IN ARMY LIBRARIES: DATA COLLECTION

LIBRARY: Engineer School Library (TRADOC)

TECHNICAL PROCESSING FUNCTIONS	FILES	PERSONNEL	HOURS PER WEEK
COLLECTION CONTROL			
Binding/preparation:			
Non-serial items	binding records	GS-11/2: (1410)	3*3
Serial items	serial record	GS-11/2: (1410)	.1*3
		GS-9/2: (1410)	1.3*3
		E-5:	1.3*3
Weeding/salvaging	card catalog	GS-11/2: (1410)	.2
		GS-9/2: (1410)	.7

*3 In FY 81 a 30-year accumulation of materials was bound.





Engineer School Library: Processing reports, audiovisuals, & military publications

LIBRARY: U.S. ARMY ENGINEER TOPOGRAPHIC LABORATORIES SCIENTIFIC AND TECHNICAL
INFORMATION CENTER (ETL)

COMMAND: CORPS OF ENGINEERS

TYPE OF LIBRARY: Technical

MISSION: The library supports ETL's research and development in the
topographic sciences, including mapping, point positioning, and military
geographic information, by acquiring, organizing, maintaining the collection,
and providing reference services to meet mission responsibilities.

BUDGET: FY 81, \$120,700 (includes \$30,000 for library materials)

COMMUNITY SERVED: 300 ETL staff, of which 170 are engineers and scientists

PERSONNEL: one 1410
 one 1411

% OF TIME SPENT IN TECHNICAL PROCESSING: one 1410 - 16%
 one 1411 - 28%

ADP EQUIPMENT: Execuport available - used to order DTIC reports online

COLLECTION SIZE: monographs - 4,500
 technical reports - 1,000
 serial titles - 150

TECHNICAL PROCESSING FUNCTIONS:

- o order through MERADCOM procurement (monographs using BPAs, serials
using purchase orders); technical reports acquired through automatic
distribution or through DTIC online
- o LC card sets ordered
- o serials routed
- o technical reports are filed by report number and are not cataloged

INTEGRATION OF NEW TECHNOLOGY IN ARMY LIBRARIES: DATA COLLECTION

LIBRARY Engineer Topographic Laboratories (ETL)

COMMAND Corps of Engineers

BRANCHES (unstaffed reading room in adjacent building)

ANNUAL LIBRARY STATISTICS: FY 81 ----- | TOTAL: -----

PROCUREMENT OF SINGLE ITEMS

Items ordered/requested for library	334*1
Items ordered for office collections	336*2
Items received	6,240*3

SERIALS PROCUREMENT & PROCESSING

New subscriptions	5
Reissued/Renewed subscriptions	145
Titles received in library	150
Titles sent directly to offices/branches	-
Issues checked in	1,695
Issues claimed	6
Titles routed	89

CATALOGING & INDEXING

Books cataloged	125
Technical reports cataloged/indexed	0
Serial titles cataloged	0
Other items processed	0
Items in backlog	0
Authority records added	0
Cards filed	750
Machine-readable records in OCLC	0

COLLECTION CONTROL

Collection size:	
Total number of titles	6,879
Total number of volumes	9,355
Non-serial items bound	0
Serial volumes bound	0
Items weeded/salvaged	2,800

CIRCULATION

Registered patrons	214
Items circulated	444
Inter-Library Loan: items borrowed	267
items loaned	175

*1 130 books; 20 free publications; 184 military publications.

*2 technical reports ordered online from DTIC.

*3 125 books; 5,000+ military publications (automatic distribution), 184 ordered; 520 technical reports on fiche, 60 in hardcopy; 15 free publications; 336 fiche ordered from DTIC.

INTEGRATION OF NEW TECHNOLOGY IN ARMY LIBRARIES: DATA COLLECTION

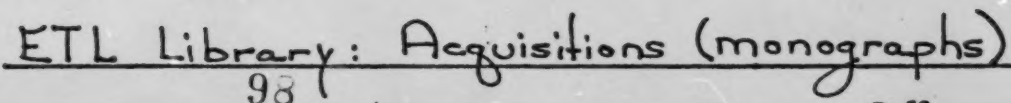
LIBRARY: ETL Library (COE)

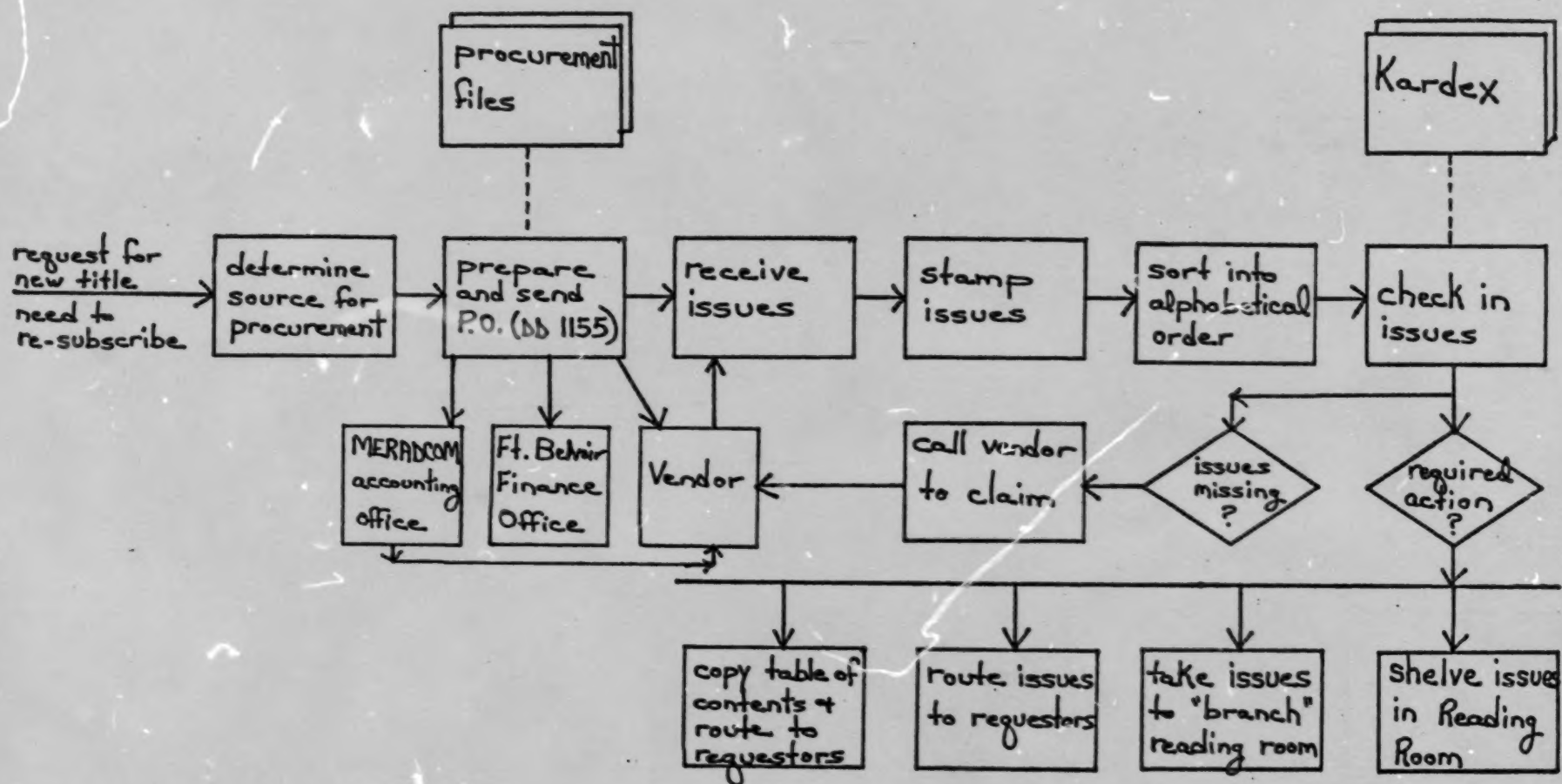
TECHNICAL PROCESSING FUNCTIONS	FILES	PERSONNEL	HOURS PER WEEK
PROCUREMENT OF SINGLE ITEMS			
Pre-order searching	reference books	GS-12/9: (1410)	.5
Ordering/requesting	military publications file order file procurement records	GS-12/9: (1410) GS-7/1: (1411)	.8 1
Receipt processing (including vouchering)	military publications file order file procurement records voucher record DA publications distribution file	GS-12/9: (1410) GS-7/1: (1411) GS-12/9: (1410)	1.2 .5 .8
SERIALS PROCUREMENT & PROCESSING			
Pre-order searching	reference books staff contact	GS-12/9: (1410)	1.7
Ordering/requesting	procurement records Kardex	GS-7/1: (1411)	3
Checking-in	Kardex	GS-7/1: (1411)	4
Claiming	Kardex	GS-7/1: (1411)	.1
Routing	Kardex	GS-7/1: (1411)	2.5
CATALOGING & INDEXING			
Pre-cataloging searching	shelflist (if necessary)	GS-12/9: (1410)	.5
OCIC record updating	-	-	
Original cataloging	card catalog cataloging tools	GS-12/9: (1410)	.4
Authority record	-	-	
Card filing	card catalog	GS-12/9: (1410)	.2

INTEGRATION OF NEW TECHNOLOGY IN ARMY LIBRARIES: DATA COLLECTION

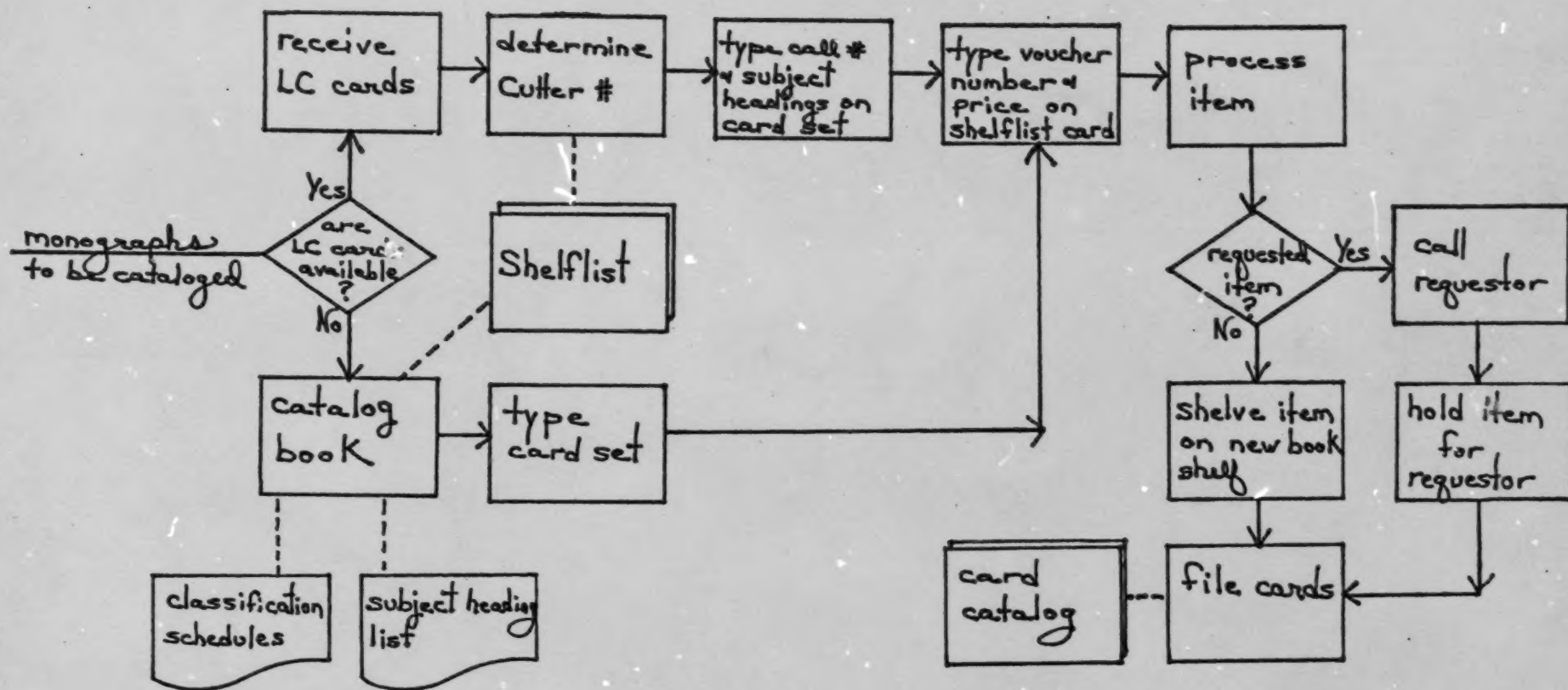
LIBRARY: ETL Library (COE)

TECHNICAL PROCESSING FUNCTIONS	FILES	PERSONNEL	HOURS PER WEEK
CATALOGING & INDEXING (cont'd)			
Physical processing (labeling, etc.)	-	GS-12/9: (1410)	.3
COLLECTION CONTROL			
Binding/preparation:			
Non-serial items	None	N/A	
Serial items	None	N/A	
Weeding/salvaging	None	N/A	





ETL Library: Acquisitions (serials)



LIBRARY: U.S. ARMY FACILITIES ENGINEERING SUPPORT AGENCY (FESA)

COMMAND: Corps of Engineers

TYPE: Technical

MISSION: The library performs library services which include acquiring, organizing and maintaining a collection of monographs, serials, and technical reports, to support activities of the Resource Management Office which develops, maintains and executes Agency management controls to assure integration of resources to accomplish FESA projects and programs and to strengthen performance evaluation.

BUDGET: FY 80 \$20,600 for library materials

COMMUNITY SERVED: 300 FESA staff

PERSONNEL: one 1411
(receives processing support from FESA clerical staff)

% OF TIME SPENT IN TECHNICAL PROCESSING: 84%

COLLECTION SIZE: monographs - 5,000
serial titles - 100
technical reports - 4,000

ADP EQUIPMENT: 7 TI 700 terminals are available at FESA

TECHNICAL PROCESSING FUNCTIONS:

- o pre-order searching in card catalog and reference books
- o acquisitions, and monograph cataloging performed for FESA by MERADCOM Technical Library under an inter-service support agreement
- o serial titles routed
- o original cataloging of technical reports
- o catalog cards typed by FESA Word Processing Unit and duplicated by Ft. Belvoir Print Plant.

INTEGRATION OF NEW TECHNOLOGY IN ARMY LIBRARIES: DATA COLLECTION

LIBRARY Facilities Engineering Support Agency (FESA)

COMMAND Corps of Engineers

BRANCHES Technology Support Division; 14 detachments in U.S. and Europe

ANNUAL LIBRARY STATISTICS: FY 81 ----- | TOTAL: -----

PROCUREMENT OF SINGLE ITEMS

Items ordered/requested for library	130*1
Items ordered for office collections	-
Items received	1,930*2

SERIALS PROCUREMENT & PROCESSING

New subscriptions	3*3
Reissued/Renewed subscriptions	97
Titles received in library	100
Titles sent directly to offices/branches	30
Issues checked in	1,520
Issues claimed	35
Titles/issues routed	100

CATALOGING & INDEXING

Books cataloged	50
Technical reports cataloged/indexed	1,080
Serial titles cataloged	0
Other items processed	0
Items in backlog	5,400*4
Authority records added	0
Cards filed	4,500
Machine-readable records in OCLC	0

COLLECTION CONTROL

Collection size:	
Total number of titles	5,100
Total number of volumes	5,310
Non-serial items bound	0
Serial volumes bound	0
Items weeded/salvaged	694

CIRCULATION

Registered patrons	60
Items circulated	350
Inter-Library Loan: items borrowed	5
items loaned	2

- *1 50 books, 80 technical reports procured for FESA by the MERADCOM Technical Library.
- *2 50 books; 80 technical reports (ordered), 1,800 technical reports (automatic distribution).
- *3 Procured for FESA by the MERADCOM Technical Library.
- *4 Cards to be filed.

INTEGRATION OF NEW TECHNOLOGY IN ARMY LIBRARIES: DATA COLLECTION

LIBRARY: FESA (COE)

TECHNICAL PROCESSING FUNCTIONS	FILES	PERSONNEL	HOURS PER WEEK
PROCUREMENT OF SINGLE ITEMS			
Pre-order searching	reference books card catalog	GS-7/10: (1411)	.5
Ordering/requesting	DF file	GS-7/10: (1411)	.5
Receipt processing (including vouchering)	DF file	GS-7/10: (1411)	3
SERIALS PROCUREMENT & PROCESSING			
Pre-order searching	-	-	
Ordering/requesting	serials list	GS-7/10: (1411)	.1
Checking-in	serial record	GS-7/10: (1411)	4
Claiming	serial record	GS-7/10: (1411)	.1
Routing	serial record	GS-7/10: (1411)	2
CATALOGING & INDEXING			
Pre-cataloging searching	-	-	
OCLC record updating	-	-	
Original cataloging	card catalog thesaurus	GS-7/10: (1411) GS-4/3: (0322) GS-4/2: (0322)	20 4*1 4*1
Authority record creation	-	-	
Card filing	card catalogs	GS-7/10: (1411) GS-5/1: (03xx)	2.3*2 5*3

*1. Cataloging of technical reports by Technology Support Division Staff to prevent backlogs in cataloging; work is reviewed by FESA librarian.

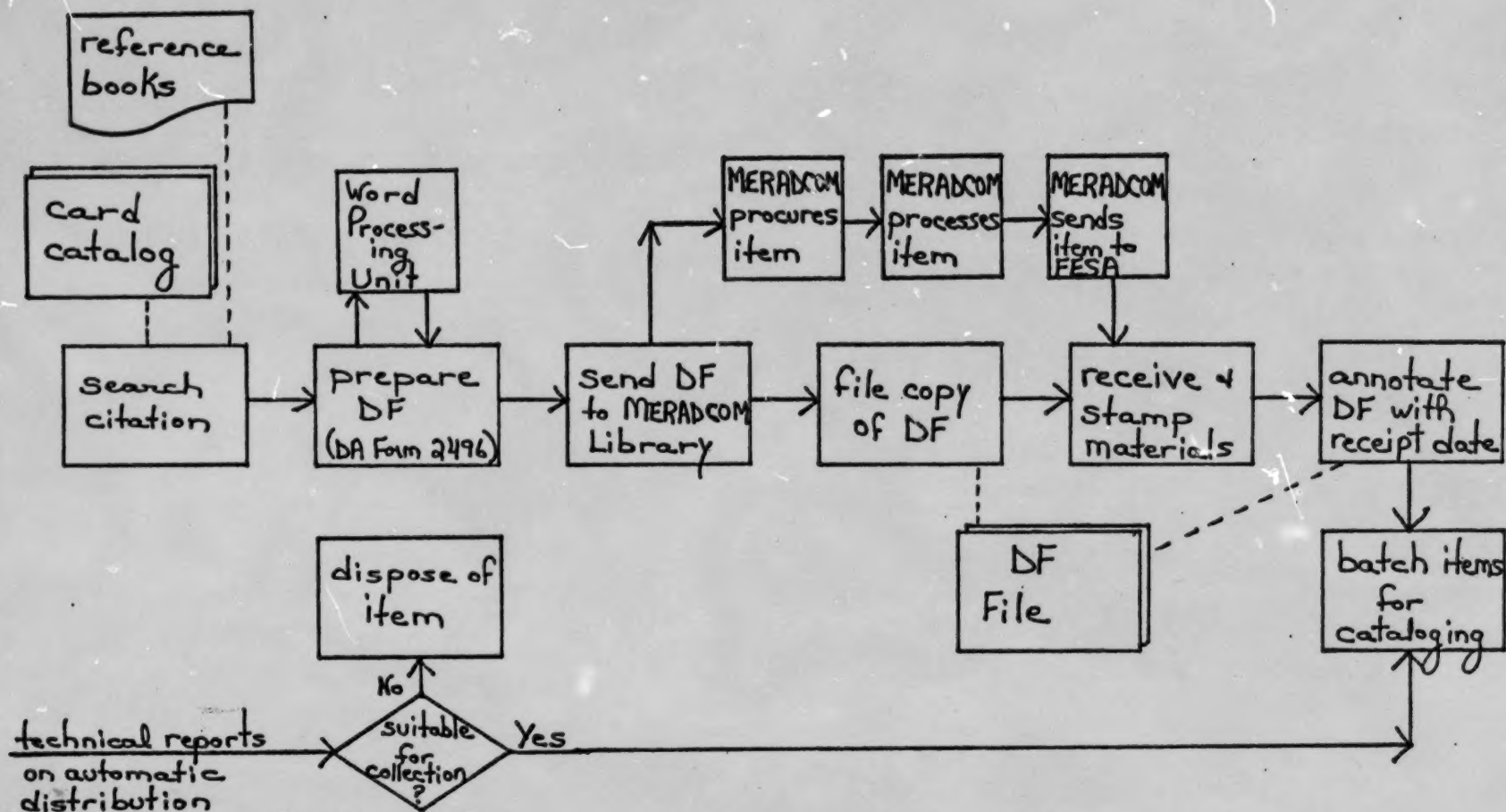
*2 Includes proofreading, underlining filing word and alphabetizing cards; total time listed includes .8 hours/week overtime for filing.

*3 Additional filing by FESA Administration Office staff.

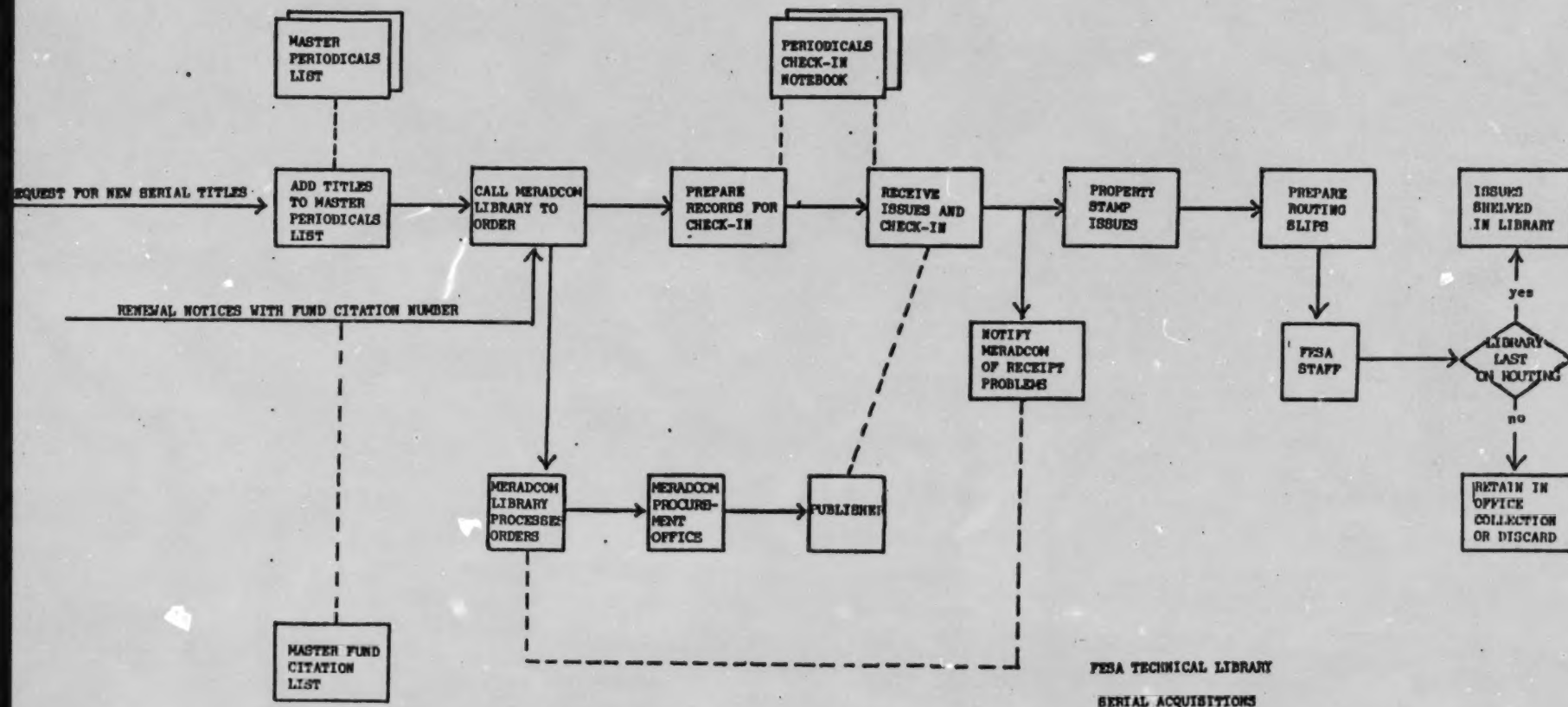
INTEGRATION OF NEW TECHNOLOGY IN ARMY LIBRARIES: DATA COLLECTION

LIBRARY: FESA (COE)

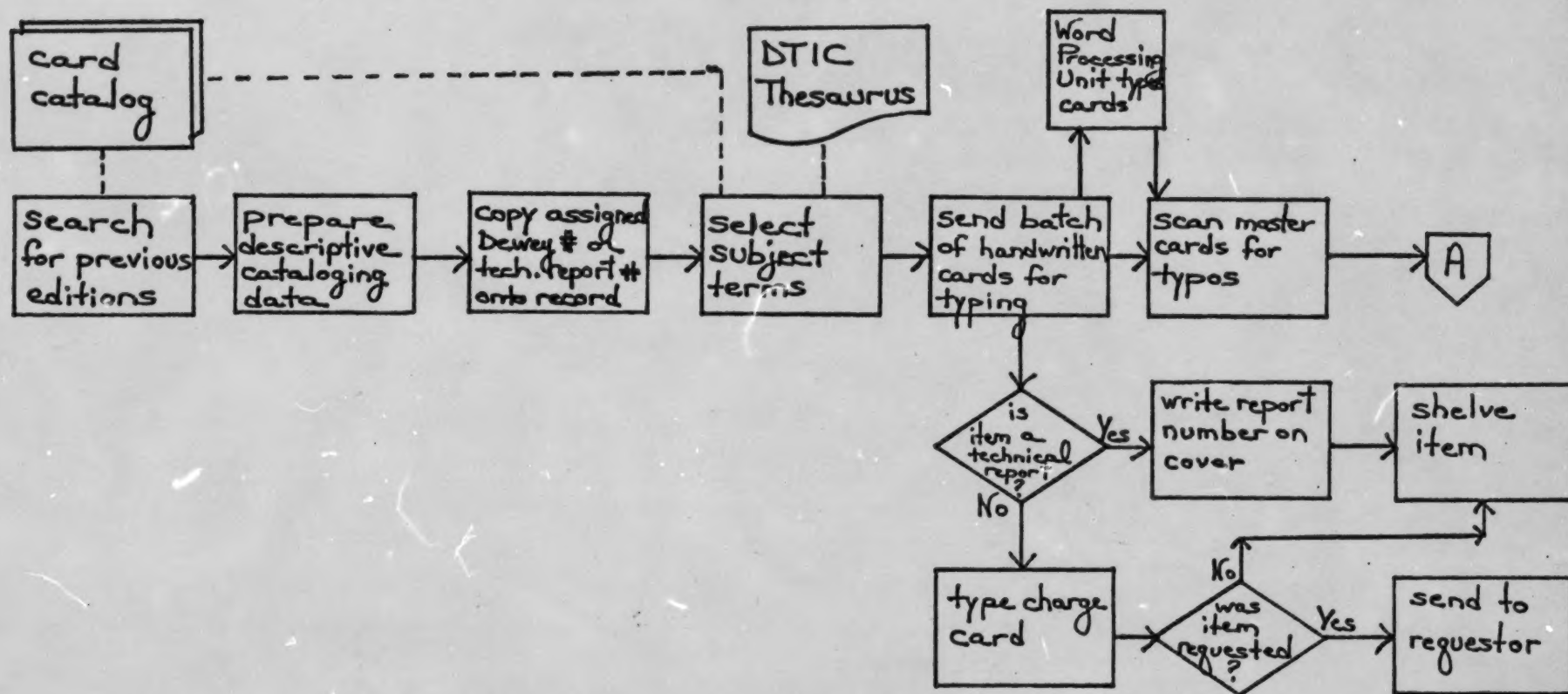
TECHNICAL PROCESSING FUNCTIONS	FILES	PERSONNEL	HOURS PER WEEK
CATALOGING & INDEXING (cont'd)			
Physical processing (labeling, etc.)	-	GS-7/10: (1411)	.5
COLLECTION CONTROL			
Binding/preparation:			
Non-serial items	-	-	
Serial items	-	-	
Weeding/salvaging	card catalogs serial record	GS-7/10: (1411)	.5



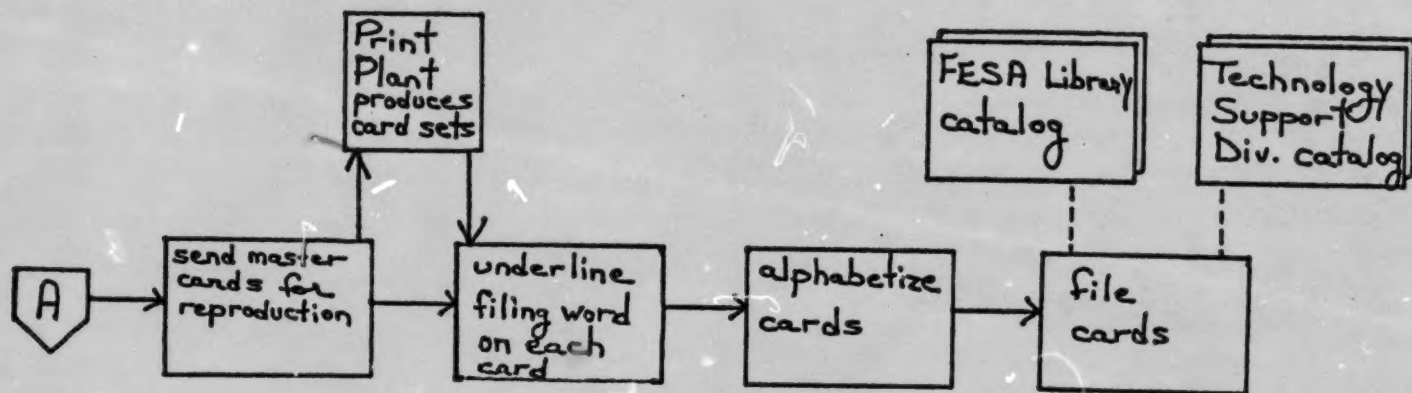
FESA Technical Library: Acquisition of Monographs and Reports



FESA TECHNICAL LIBRARY
SERIAL ACQUISITIONS



FESA Technical Library: Cataloging Monographs and Reports (p.1)



FESA Technical Library: Cataloging Monographs and Reports (p. 2)

INTEGRATION OF NEW TECHNOLOGY IN ARMY LIBRARIES: DATA COLLECTION

LIBRARY Mobility Equipment Research and Development Command (MERADCOM)

COMMAND DARCOM

BRANCHES (provides technical processing support to FESA (COE) and Night Vision Laboratory (ECOM/DARCOM) under inter-service support agreements)

ANNUAL LIBRARY STATISTICS: FY 81 ----- | TOTAL: -----

PROCUREMENT OF SINGLE ITEMS

Items ordered/requested for library	4,956*1
Items ordered for office collections	-
Items received	21,684*2

SERIALS PROCUREMENT & PROCESSING

New subscriptions	50
Reissued/Renewed subscriptions	780
Titles received in library	397
Titles sent directly to offices/branches	770
Issues checked in	4,486
Issues claimed	100
Titles/issues routed	10

CATALOGING & INDEXING

Books cataloged	1,392
Technical reports cataloged/indexed	700
Serial titles cataloged	100
Other items processed	0
Items in backlog	100
Authority records added	0
Cards filed	11,200
Machine-readable records in OCLC	6,000

COLLECTION CONTROL

Collection size:	
Total number of titles	55,964
Total number of volumes	63,129
Non-serial items bound	0
Serial volumes bound	0
Items weeded/salvaged	1,600

CIRCULATION

Registered patrons	700
Items circulated	14,107
Inter-Library Loan: items borrowed	1,709
items loaned	113

*1 230 books; 2,500 technical reports; 988 items for Night Vision Laboratory; 1,138 items for FESA (training division and FESA library).

*2 Includes 12,000 technical reports on automatic distribution.

LIBRARY: U.S. ARMY MOBILITY EQUIPMENT RESEARCH AND DEVELOPMENT COMMAND
(MERADCOM)

COMMAND: DARCOM

TYPE OF LIBRARY: Technical

MISSION: To acquire, organize and maintain a collection of library materials, to include books, journals, documents, and other materials on microfilm, to meet mission responsibilities; and to provide reference and inter-library loan services to authorized personnel.

BUDGET: FY 81, \$463,500, including approximately \$150,000 for library materials.

COMMUNITY SERVED: 2000, includes staff of FESA (COE) and Night Vision Lab (ECOM/DARCOM)

PERSONNEL: unclassified section: two 1410s
three 1411s
one 0322
classified section: one 1410
one 1412
two 1411s

% OF TIME SPENT IN TECHNICAL PROCESSING: unclassified: two 1411s - 86%
one 1411 - 10%
one 0322 - 18%
classified: one 1410 - 1%
one 1411 - 40%
one 1411 - 15%
one 1412 - 51%

COLLECTION SIZE: monographs - 8,400
serial titles - 438
technical reports - 24,000
Administrative publications, including DA publications,
military specifications and standards - 25,000

ADP EQUIPMENT: OCLC dedicated terminal
TI 700 terminal
DTIC classified terminal (Univac U-200)
IBM 870 punched card system

TECHNICAL PROCESSING FUNCTIONS:

- o provides technical processing support to FESA (COE) and to the Night vision Lab (ECOM/DARCOM) under inter-service support agreements.
- o ordering through BPAs, purchase orders and requests, and deposit accounts; most technical reports received on automatic distribution
- o serials routed; back runs of some titles acquired in microform
- o monographs and serials cataloged using OCLC (97% hit rate)
- o original cataloging of technical reports
- o catalog cards for technical reports prepared and collated on IBM 870; use of this equipment ceased in FY 82 because of equipment malfunction and repair problems.

INTEGRATION OF NEW TECHNOLOGY IN ARMY LIBRARIES: DATA COLLECTION

LIBRARY: MERADCOM Technical Library - Unclassified Section (DARCOM)

TECHNICAL PROCESSING FUNCTIONS	FILES	PERSONNEL	HOURS PER WEEK
PROCUREMENT OF SINGLE ITEMS			
Pre-order searching	reference books	GS-6/8: (1411)	2.1
Ordering/requesting	order file - incomplete procurement files	GS-6/8: (1411)	17.5
Receipt processing (including vouchering)	order file - complete procurement files lab/office completed files voucher record	GS-6/8: (1411)	10
SERIALS PROCUREMENT & PROCESSING			
Pre-order searching	reference books	GS-6/8: (1411)	1.4
Ordering/requesting	serial order file procurement files	GS-6/8: (1411)	10.5
Checking-in	Kardex	GS-6/8: (1411) GS-4/1: (1411)	2* 2.5
Claiming	Kardex procurement files	GS-6/8: (1411)	3.5
Routing	Kardex	GS-4/1: (1411)	.5
CATALOGING & INDEXING			
Pre-cataloging searching	card catalog OCLC	GS-6/8: (1411)	10
OCLC record updating	OCLC (97% hit rate)	GS-6/8: (1411)	4
Original cataloging	OCLC cataloging tools	GS-6/8: (1411)	5
Authority record creation	-	-	
Card filing	card catalog	GS-4/1: (1411) GS-2/1: (0322)	1.3 7

* Check-in of microform periodicals.

INTEGRATION OF NEW TECHNOLOGY IN ARMY LIBRARIES: DATA COLLECTION

LIBRARY: MERADCOM Technical Library - Unclassified Section (DARCOM)

TECHNICAL PROCESSING FUNCTIONS	FILES	PERSONNEL	HOURS PER WEEK
CATALOGING & INDEXING (cont'd)			
Physical processing (labeling, etc.)	-	GS-6/8: (1411)	1
COLLECTION CONTROL			
Binding/preparation:			
Non-serial items	-	-	
Serial items	-	-	
Weeding/salvaging	card catalog voucher record	GS-6/8: (1411)	2

113

INTEGRATION OF NEW TECHNOLOGY IN ARMY LIBRARIES: DATA COLLECTION

LIBRARY: MERADCOM Technical Library - Classified Section (DARCOM)

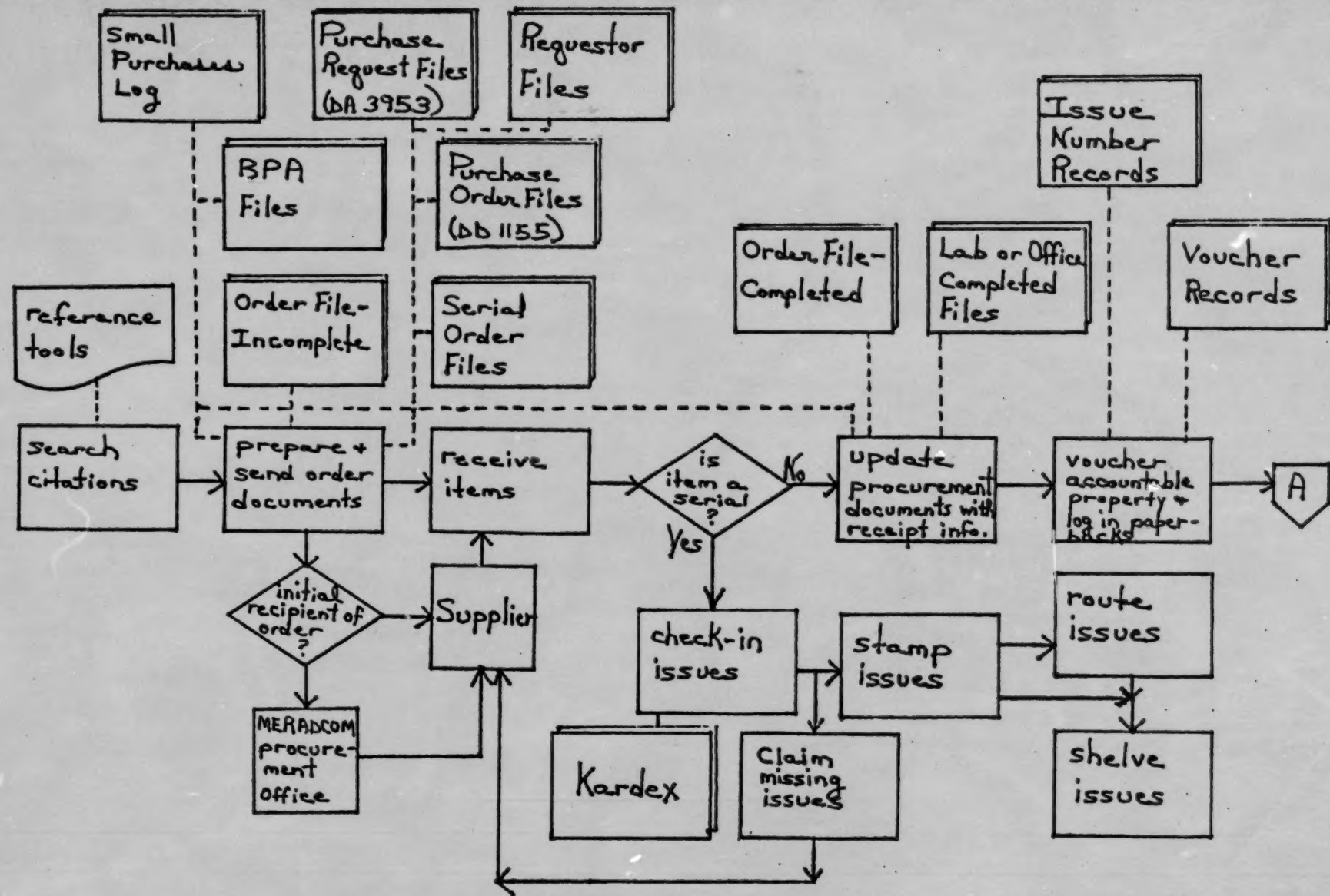
TECHNICAL PROCESSING FUNCTIONS	FILES	PERSONNEL	HOURS PER WEEK
PROCUREMENT OF SINGLE ITEMS			
Pre-order searching)	order file - active	GS-6/4: (1411)	15
)	requestors' file		
)	DTIC - online		
)			
Ordering/requesting)			
Receipt processing	order file- inactive	GS-6/4: (1411)	1
(including vouchering)	accounting ledger	GS-9/2: (1412)	20
	requestors' file		
SERIALS PROCUREMENT & PROCESSING			
Pre-order searching	-	-	
Ordering/requesting	-	-	
Checking-in	-	-	
Claiming	-	-	
Routing	-	-	
CATALOGING & INDEXING			
Pre-cataloging	DTIC publications	GS-9/2: (1412)	.2
searching		GS-11/2: (1410)	.2
OCLC record updating	-	-	
Original cataloging	DTIC thesaurus	GS-6/7: (1411)	12
Card preparation and collation of IBM 870 on	catalog of IBM 870 records	GS-6/7: (1411)	16
Physical processing (labeling, etc.)	-	GS-6/7: (1411)	2

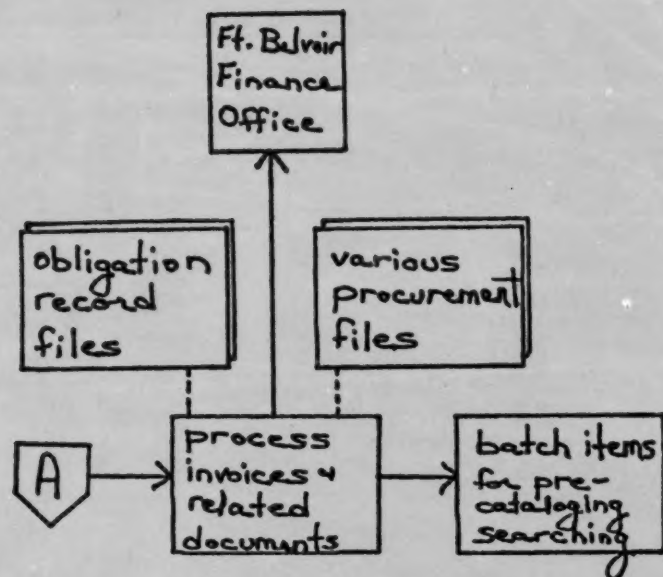
INTEGRATION OF NEW TECHNOLOGY IN ARMY LIBRARIES: DATA COLLECTION

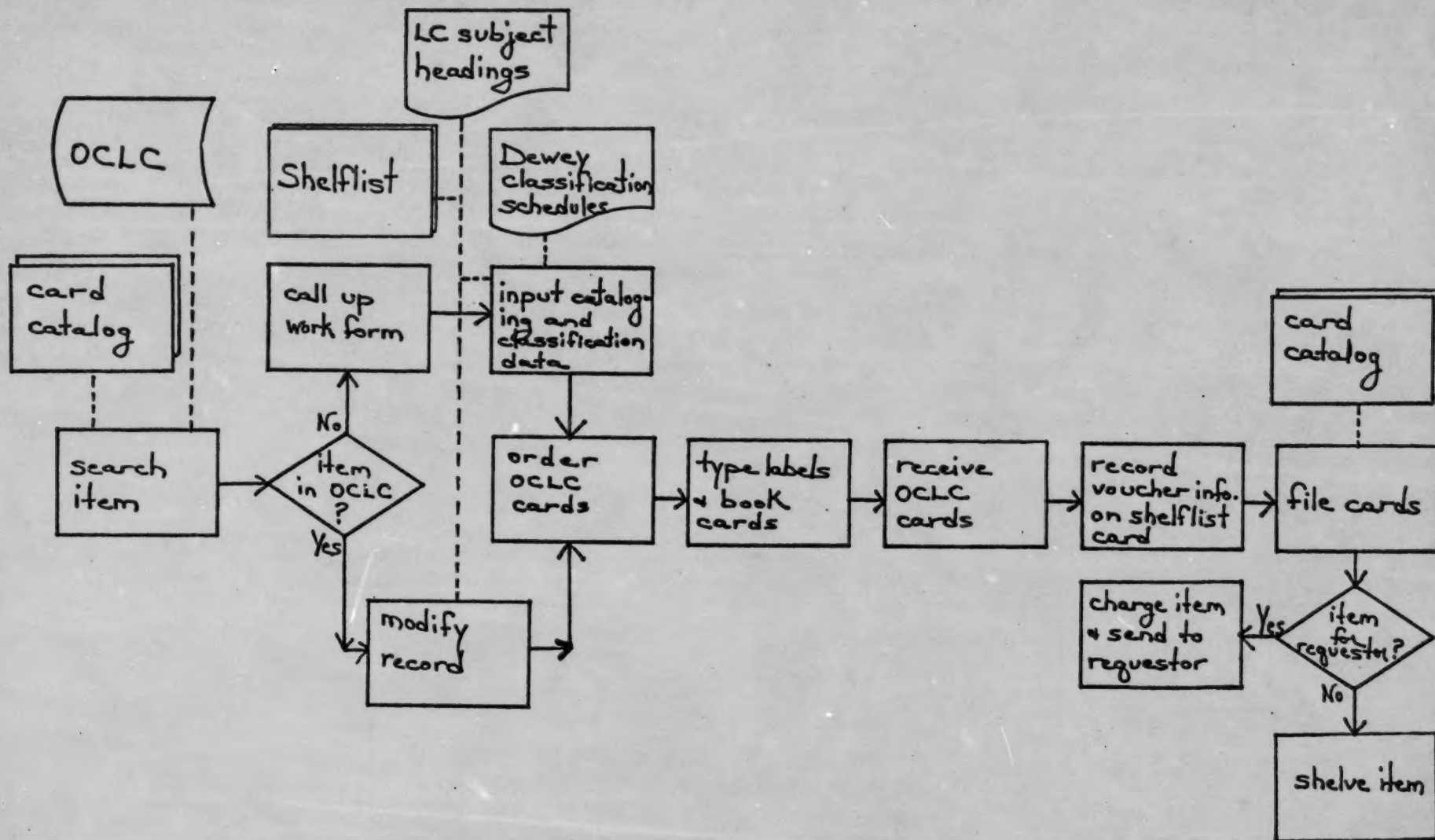
LIBRARY: MERADCOM Technical Library - Classified Section (DARCOM)

TECHNICAL PROCESSING FUNCTIONS	FILES	PERSONNEL	HOURS PER WEEK
COLLECTION CONTROL			
Binding/preparation:			
Non-serial items	-	-	
Serial items	-	-	
Weeding/Salvaging	shelflist	GS-9/2: (1412)	.2
	classified document	GS-11/2: (1410)	.2
	accountablility file		

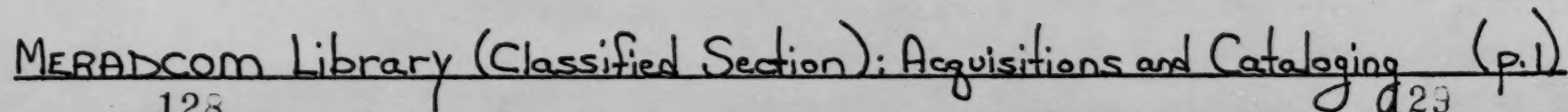
121

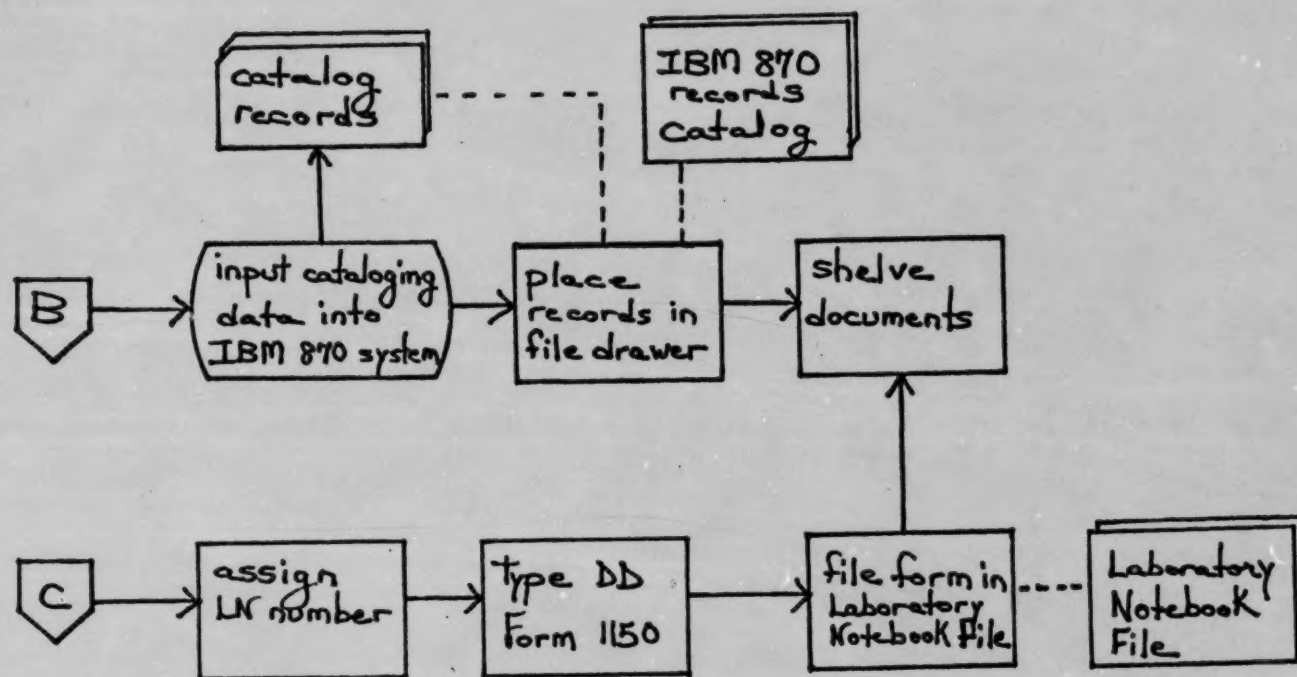






MERADCOM Library (Unclassified Section): Cataloging





MERADCOM Library (Classified Section): Acquisitions and Cataloging (p.2)

LIBRARY: VAN NOY LIBRARY

COMMAND: TRADOC

TYPE OF LIBRARY: Morale Support

MISSION: To provide the military community effective, professionally directed library services in all subject areas to support morale, welfare, recreation, education and training programs, to provide mission support to activities and installations, to complement specialized collections in other Army libraries, and to stimulate the use of library resources.

BUDGET: FY 81, total appropriated, non-appropriated funds = \$70,150 for library materials; an additional \$30,000 (estimated) in end-of-year funds was provided

COMMUNITY SERVED: 15,000 families

PERSONNEL: two 1410s
six 1411s
two clerks

% OF TIME SPENT IN TECHNICAL PROCESSING: one 1410 - 10%
one 1410 - 80%
two 1411s - 20% each
one 1411 - 85%
two clerks - 10% each

COLLECTION SIZE: monographs - 94,300
serial titles - 403
AVs, microforms, and other materials - 34,500

ADP EQUIPMENT: OCLC dedicated terminal and printer

TECHNICAL PROCESSING FUNCTIONS:

- o performs technical processing for two branch libraries and the Engineer School Library
- o ordering through Ft. Belvoir procurement with BPAs, purchase orders, and purchase requests
- o serials bound, back runs of some titles acquired in microform
- o cataloging through OCLC (99% hit rate)
- o retains the North Post and the Engineer School shelflists at Van Noy

INTEGRATION OF NEW TECHNOLOGY IN ARMY LIBRARIES: DATA COLLECTION

LIBRARY Van Noy Library

COMMAND TRADOC (Morale Support)

BRANCHES North Post, Hospital Patients' Library. The Engineer School Library and Learning Resource Center (TRADOC) operates as branch of Van Noy Library under a consolidation agreement.

ANNUAL LIBRARY STATISTICS: FY 81 ----- | TOTAL: -----

PROCUREMENT OF SINGLE ITEMS

Items ordered/requested for library	4,055
Items ordered for office collections	125
Items received	10,873*1

SERIALS PROCUREMENT & PROCESSING

New subscriptions	5
Reissued/Renewed subscriptions	398
Titles received in library	403
Titles sent directly to offices/branches	50
Issues checked in	4,554
Issues claimed	23
Titles/issues routed	0

CATALOGING & INDEXING

Books cataloged	2,469*2
Technical reports cataloged/indexed	0
Serial titles cataloged	0
Other items processed	4,493*3
Items in backlog	2,300
Authority records added	0
Cards filed	30,554*4
Machine-readable records in OCLC	17,572

COLLECTION CONTROL

Collection size:	
Total number of titles	129,622
Total number of volumes	159,908
Non-serial items bound	200
Serial volumes bound	75
Items weeded/salvaged	2,517

CIRCULATION

Registered patrons	15,000
Items circulated	512,095
Inter-Library Loan: items borrowed	704
items loaned	2,309

- *1 4,055 ordered items; 1,224 kit items; 840 McNaughton items; 920 gift items; 118 war games; 63 videocassettes; 430 records; 126 maps; 2,600 patterns; 497 paperbacks.
- *2 An Additional 541 books were cataloged on OCLC for the Engineer School Library.
- *3 840 McNaughton books: 497 paperbacks; 430 records; 126 maps; 2,600 patterns.
- *4 Includes 3,900 cards filed at Hospital branch and 2,160 cards filed at North Post branch.

INTEGRATION OF NEW TECHNOLOGY IN ARMY LIBRARIES: DATA COLLECTION

LIBRARY: Van Noy Library (TRADOC)

TECHNICAL PROCESSING FUNCTIONS	FILES	PERSONNEL	HOURS PER WEEK
PROCUREMENT OF SINGLE ITEMS			
Pre-order searching	card catalog on-order file	GS-12/8: (1410) GS-7/5: (1411)	4 3
Ordering/requesting	procurement files	GS-7/5: (1411) GS-7/8: (1411)	4.6*1 2
Receipt processing (including vouchering)	procurement files on-order file voucher record	GS-7/5: (1411) GS-7/8: (1411)	3.5 4
SERIALS PROCUREMENT & PROCESSING			
Pre-order searching	-	-	
Ordering/requesting	procurement files	GS-7/5: (1411)	1.3*2
Checking-in	Kardex Kardex (Hospital Branch) Kardex (North Post Branch)	GS-6/7: (1411) GS-7/8: (1411) AS-2:	4 2 2
Claiming	procurement files	GS-7/5: (1411)	.1
Routing	-	-	
CATALOGING & INDEXING			
Pre-cataloging searching	on-order file received order file	GS-11/6: (1410) GS-7/8: (1411)	3.5 10.6
OCLC record updating	OCLC (99% hit rate) shelflist	GS-11/6: (1410) GS-7/8: (1411)	17.5 10
Original cataloging	OCLC shelflist cataloging tools	GS-11/6: (1410)	.8
Authority record creation	-	-	

*1 Includes 1.1 hours/week for processing Engineer School orders.

*2 Includes .4 hour/week for processing Engineer School orders.

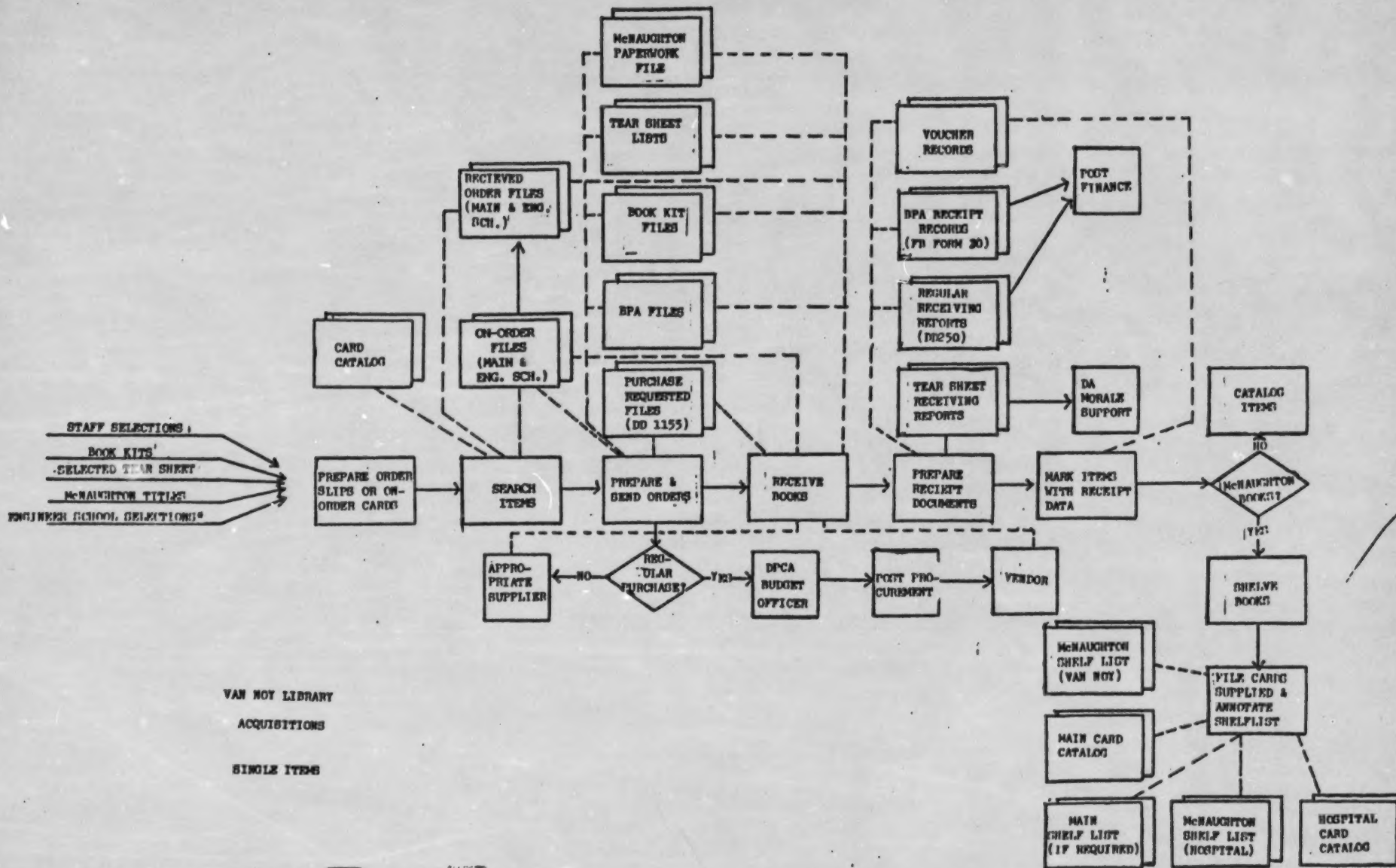
INTEGRATION OF NEW TECHNOLOGY IN ARMY LIBRARIES: DATA COLLECTION

LIBRARY: Van Noy Library (TRADOC)

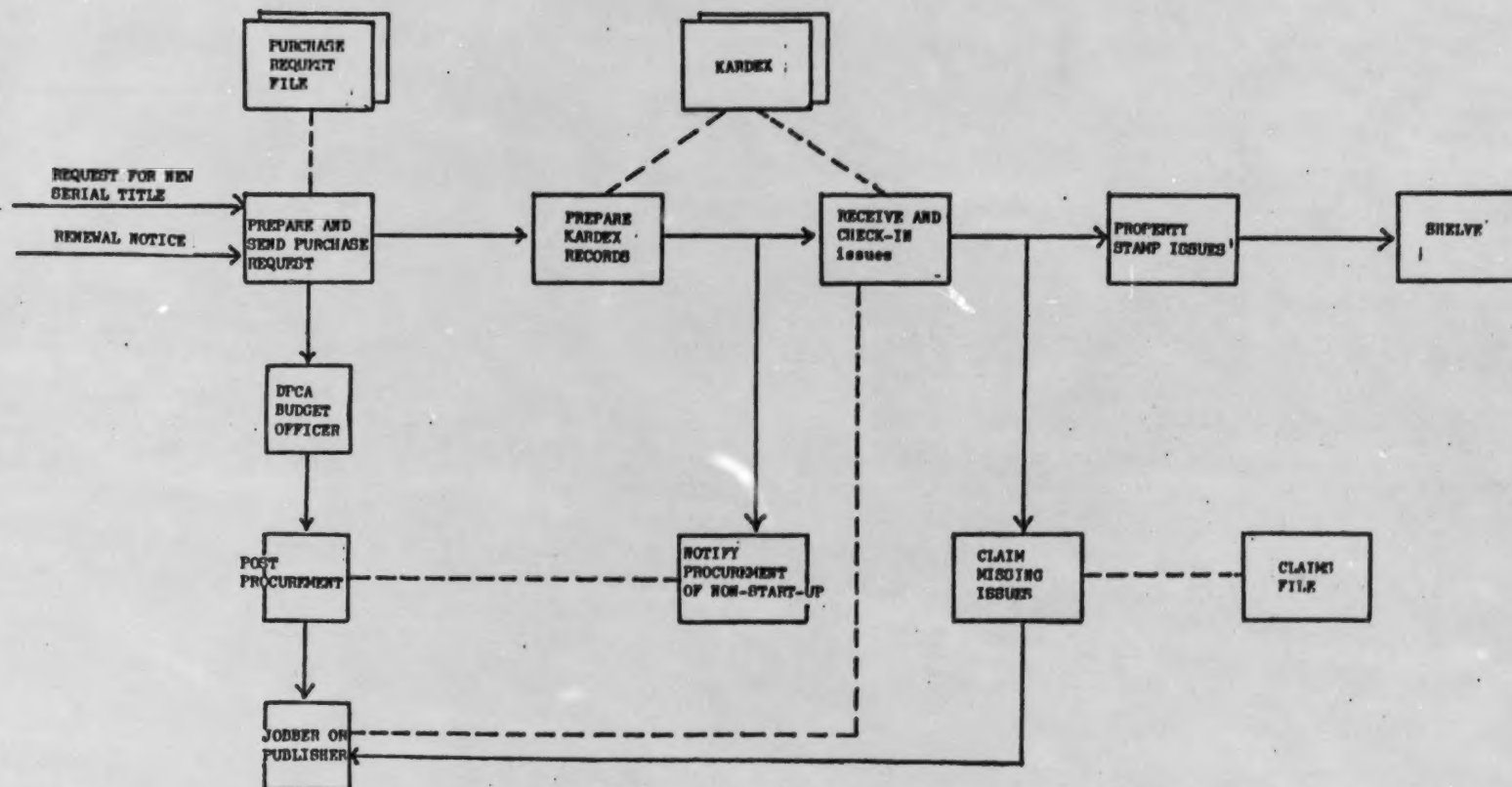
TECHNICAL PROCESSING FUNCTIONS	FILES	PERSONNEL	HOURS PER WEEK
CATALOGING & INDEXING (cont'd)			
Card filing	card catalog	GS-11/6: (1410)	5.3 ^{*3}
		GS-7/8: (1411)	3
		GS-2/1: (0322)	7 ^{*4}
	card catalog (Hosp. Br)	GS-7/8: (1411)	2.5
	card catalog (N. Post Br)	AS-2:	2.5
Physical processing (labeling, etc.)	-	E-5	.5
		GS-2/1: (0322)	9
COLLECTION CONTROL			
Binding/preparation:			
Non-serial items	-	-	
Serial items	binding slips	GS-12/8: (1410)	.1
	list of serials sent to	GS-11/6: (1410)	1.6
	bindery	GS-6/7: (1411)	.1
Weeding/salvaging	card catalog	GS-11/6: (1410)	3.5
	voucher record	GS-6/7: (1411)	.1
	Kardex	GS-2/1: (0322)	4

*3 Reviser.

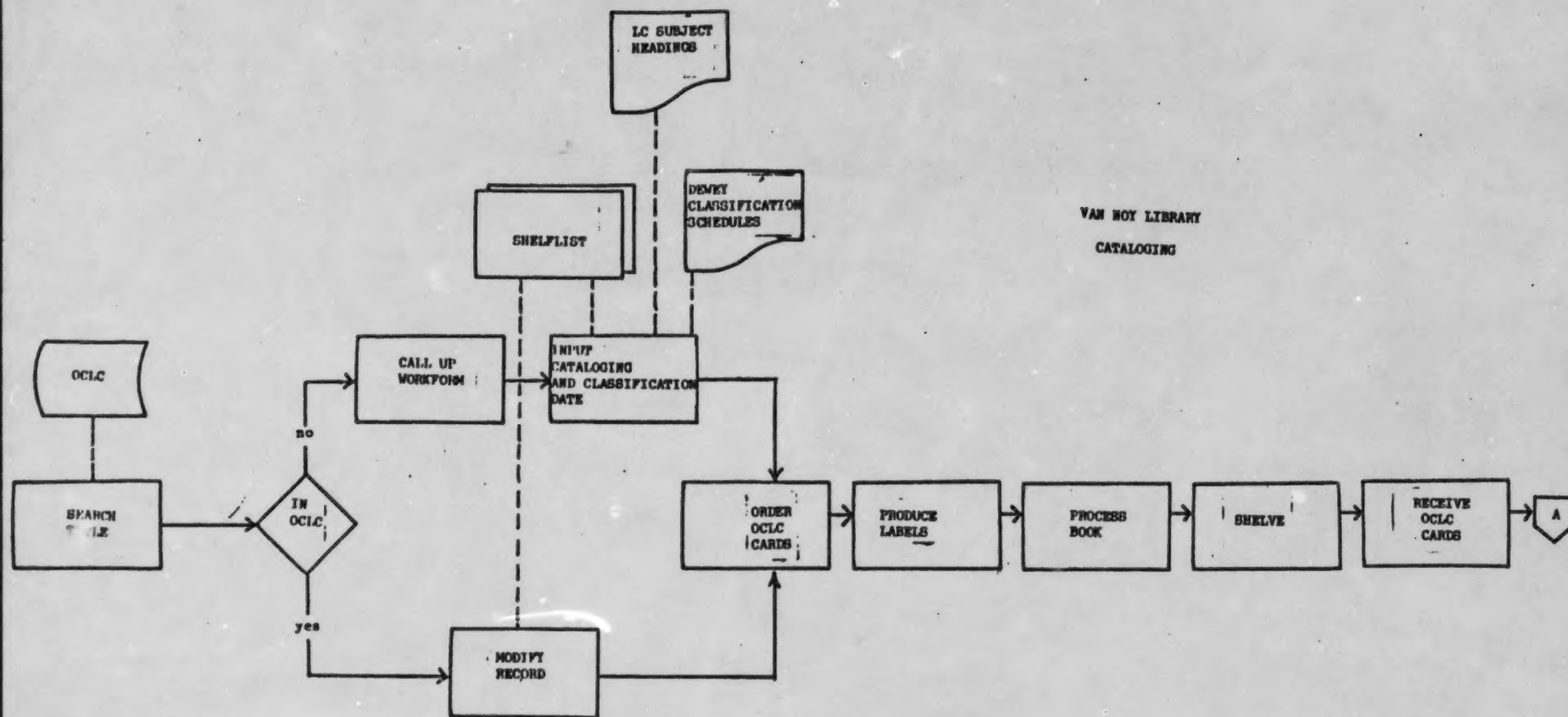
*4 Includes 2 hours/week updating shelflist card and duplicate card sets.



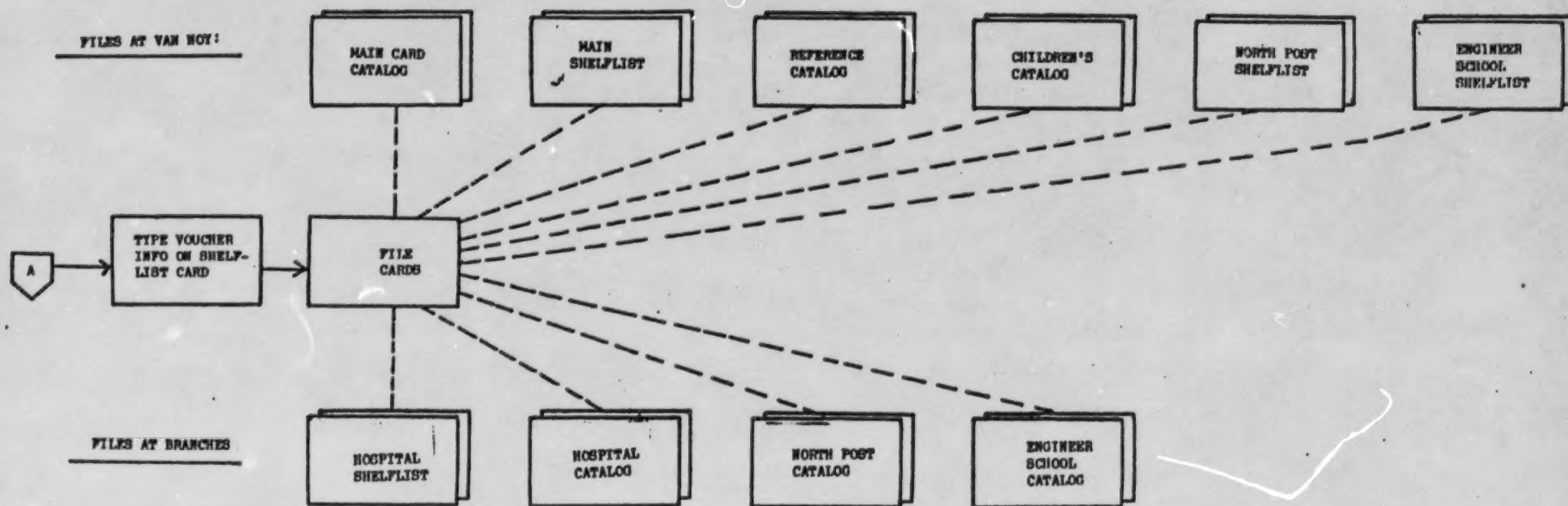
VAN NOY LIBRARY
ACQUISITIONS (SERIALS)



Note: The Hospital and North Post branches receive and check-in their serials. The Engineer School receives and shelves its serials; no check-in is performed. The Van Noy Library is notified if claiming is needed.



VAN NOY LIBRARY
CATALOGING (page 2)



APPENDIX C

The following section presents a detailed breakdown of costs by activity of the existing technical processing systems at Ft. Belvoir and APG. The hourly rate was computed by taking the yearly salary based on GS and military schedules for FY 1981, dividing by 2080 (the estimated number of hours that each full-time employee spends on the job), and multiplying that rate by 1.105 (the estimated 10.5% overhead rate used by the Army). The statistics on numbers of items and hours spent on each technical processing activity were obtained at the site visits to each library and through follow-up calls. In general, these statistics were not kept regularly by the librarians. Many of the figures are estimates, and in some cases, best guesses. Both the librarians and the project team exercised judgement in order to arrive at reliable figures.

Key to Libraries

A Van Noy
B CERC
C Dewitt
D Eng. School
E ETL
F Meradcom
G BRL
H FESA
I AEHA
J Wood
K Ordnance
L CSL
M APG Post
N Tecom
O HEL

ORDERING - MONOGRAPHS

LIBRARY	GRADE/STEP	HOURLY RATE \$	HOURS/YEAR	LABOR COST YEAR \$	ITEMS/YEAR	COST/ITEM \$	ITEMS/YEAR
<u>Ft. Belvoir</u>							
B	1/1	5.00	208	1040.00	5,059	3.36	4.2
	5/5	8.73	20.8	181.58			
	9/2	12.06	494	5957.67			
	12/9	21.43	457.6	9806.37			
			<u>1180.4</u>	<u>16,985.62</u>			
C	9/8	14.39	52	748.28	213	3.51	4.1
A (includes D)	7/5	10.81	395.2	4268.16	4,180	2.71	5.0
	7/8	11.76	104	1223.04			
	9/2	12.06	104	1254.24			
	11/2	14.59	15.6	227.60			
	12/8	20.87	208	4340.96			
		<u>826.8</u>	<u>11,314.00</u>				
E	7/1	9.54	52	496.08	670	2.90	5.6
	12/9	21.43	67.6	1448.67			
			<u>119.6</u>	<u>1944.75</u>			
F (includes H)	6/8	10.59	1019.2	10,793.33	2,356	4.85	2.2
	7/10	12.40	52	644.80			
			<u>1071.2</u>	<u>11,438.13</u>			
<u>Aberdeen Proving Ground</u>							
G	11/1	14.12	52	734.24	873	3.13	5.0
	12/5	19.18	104	1994.72			
			<u>156</u>	<u>2728.96</u>			
L	3/9	7.77	52	404.04	2,342	2.62	4.5
	5/7	9.24	364	3363.36			
	13/5	22.80	104	2731.20			
			<u>520</u>	<u>6138.60</u>			
I	5/6	8.99	260	2337.40	610	3.83	2.0
M	3/5	6.95	156	1084.20	700	4.73	2.2
	7/5	10.81	52	562.12			
	11/5	16.00	104	1664.00			
			<u>312</u>	<u>3310.32</u>			
O	3/1	6.13	26	159.38	180	4.75	2.0
	8/9	13.38	52	695.76			
			<u>78</u>	<u>855.14</u>			
J	5/7	9.24	156	1441.44	428	7.48	1.0
	12/1	16.92	104	1759.68			
			<u>468</u>	<u>3201.12</u>			

ORDERING - MONOGRAPHS (Cont'd)

LIBRARY	GRADE/STEP	HOURLY RATE \$	HOURS/YEAR	LABOR COST YEAR \$	ITEMS/YEAR	COST/ITEM \$	ITEMS/HR
---------	------------	-------------------	------------	--------------------------	------------	-----------------	----------

Aberdeen Proving Ground (cont'd)

K	5/10	10.01	312	3123.12	1,601	3.60	3.42
	11/7	16.94	156	2642.64			
			468	5765.76			

N - no data

RECEIPT PROCESSING - MONOGRAPHS

LIBRARY	GRADE/STEP	HOURLY RATE \$	ITEMS YEAR	LABOR COST YEAR \$	HOURS/YEAR	ITEMS/HOUR	COST/IT \$
<u>Ft. Belvoir</u>							
B	5/5	8.73	5,000	1815.84	208	6.09	\$2.8
	9/2	12.06		1128.82	93.6		
	12/9	21.43		11,143.60	520		
				14,088.26	821.6		
C	9/8	14.39	181	1122.42	78	2.32	6.21
A	7/5	10.81	6,696	1967.42	182	17.17	.66
	7/8	11.76		2446.08	208		
				4413.50	390		
D	5/5	8.73	7,875	3631.68	416	14.42	.66
	9/2	12.06		1567.80	130		
				5199.48	416		
E	7/1	9.54	720	248.04	26	5.54	3.4
	12/9	21.43		2228.72	104		
				2476.76	130		
F (includes H and techni- cal reports)	6/4	9.54	21,684	496.08	52	12.26	.9
	6/8	10.59		5506.80	520		
	7/10	12.40		1934.40	156		
	9/2	12.06		12,542.40	1040		
				20,479.68	1768		
<u>Aberdeen Proving Ground</u>							
G	5/4	8.47	691	5285.28	624	1.02	9.09
	12/5	19.18		997.36	52		
				6282.64	676		
L	5/7	9.24	780	2402.40	260	3.0	3.08
I	5/6	8.99	1,536	3272.36	364	4.22	2.13
M	7/5	10.81	700	1124.24	104	4.49	2.7
	11/5	16.00		832.00	52		
				1956.24	156		
O	8/9	13.38	459	3478.80	260	1.77	7.58
J	5/7	9.24	500	2402.40	260	1.6	6.5
	12/1	16.92		879.84	52		
				3282.24	312		

RECEIPT PROCESSING - MONOGRAPHS (Cont'd)

LIBRARY	GRADE/STEP	HOURLY RATE \$	ITEMS YEAR	LABOR COST YEAR \$	HOURS/YEAR	ITEMS/HOUR	COST/ITEM \$
---------	------------	-------------------	------------	--------------------------	------------	------------	-----------------

Aberdeen Proving Ground (cont'd)

K	5/10	10.01	1995	2602.60	260	7.67	1.30
---	------	-------	------	---------	-----	------	------

N - no data

PRE-CATALOGING SEARCHING - MONOGRAPHS

LIBRARY	GRADE/STEP	HOURLY RATE \$	HOURS/YEAR	LABOR COST YEAR \$	ITEMS/YEAR	COST/ITEM \$	ITEMS
<u>Ft. Belvoir</u>							
B	5/5	\$8.73	208	\$1,815.84	5,478	\$.33	26.
C*	9/8	14.39	52	748.28	218	3.43	4.1
A	7/8	11.76	551.2	6482.11	3,010	3.15	4.
	11/6	16.47	182	2997.50			
			<u>733.2</u>	<u>9479.65</u>			
E*	12/9	21.43	26	557.18	125	4.46	4.8
F	6/8	10.59	520	5506.80	1,492	3.69	2.
<u>Aberdeen Proving Ground</u>							
G	5/4	8.47	156	1321.32	692	5.09	11.6
	11/1	14.12	156	2202.72			
			<u>312</u>	<u>3,524.04</u>			
I	11/5	16.00	42	672	590	1.14	11.3
J	5/7	9.24	104	960.96	390	2.46	3.
K	11/7	16.94	104	1761.76	1,576	1.12	15.1

6 libraries do not perform pre-cataloging searching

OCLC RECORD UPDATING

LIBRARY	GRADE/STEP	HOURLY RATE \$	HOURS/YEAR	LABOR COST YEAR \$	ITEMS YEAR	COST/ITEM \$	ITEMS/HR
<u>Ft. Belvoir</u>							
B	11/1	14.12	78	1101.36	1,589	.69	20.37
F	6/8	10.59	208	2265.12	1,447	1.57	6.96
A	7/8	11.76	520	6115.20	2,980	7.08	2.64
	11/6	16.47	910	14,987.70			
			1130	21,102.90			
<u>Aberdeen Proving Ground</u>							
G	7/7	11.44	52	594.88	692	3.36	4.44
	11/1	14.12	52	734.24			
	12/5	19.18	52	997.36			
			156	2326.48			
L	5/7	9.24	520	4804.80	678	10.58	1.09
	13/5	22.80	104	2371.20			
			624	7176.00			
I	11/5	16.00	312	4992.00	560	8.91	1.76
J	12/1	16.92	260	4399.20	370	11.89	1.42
K	7/9	12.08	198	2391.84	1,161	2.06	5.86

7 libraries do not have OCLC

ORIGINAL CATALOGING - MONOGRAPHS

LIBRARY	GRADE/STEP	HOURLY RATE \$	HOURS/YEAR	LABOR COST YEAR \$	ITEMS/YEAR	COST/ITEM \$	ITEM
<u>Ft. Belvoir</u>							
B	11/1	14.12	806	11,380.72	3,889	2.93	4.
C	9/8	14.39	208	2,993.12	218	13.73	1.
A	11/6	16.47	41.6	685.15	30	22.84	.
E	12/9	21.43	20.8	445.74	125	3.57	6.
F	6/8	10.59	52	550.68	45	12.24	

Aberdeen Proving Ground

G	12/5	19.18	52	865.80	77	11.24	1.
I	11/5	16.00	52	832.00	30	27.73	.
M	11/5	16.00	260	4,160.00	706	5.89	2.
O	8/9	13.38	260	3,478.80	281	12.38	1.
J	12/1	16.92	52	879.84	20	43.99	.
K	7/9	12.08	10	120.80	36	3.36	3.
N	12/6	19.74	13	256.62	24	10.69	1.

D - cataloging done by A

H - cataloging done by F

L - no original cataloging

CARD FILING

LIBRARY	GRADE/STEP	HOURLY RATE \$	HOURS/YEAR	LABOR COST YEAR \$	ITEMS/YEAR	COST/ITEM \$	CARDS/HO
<u>Ft. Belvoir</u>							
B	11/1	\$14.12	228.8	\$ 3230.66	32,752	\$.10	143.15
C	4/10	8.95	78	698.10	1,295	.54	16.6
A	AS-2	5.62	130	730.60	30,554	.35	28.94
	2/1	5.62	364	2045.68			
	7/8	11.76	286	3363.38			
	11/6	16.47	265.6	4539.13			
			<u>1055.6</u>	<u>10,678.79</u>			
D	E-5	9.09	78	709.02	7,385	.20	56.81
	11/2	14.59	52	758.68			
			<u>130</u>	<u>1467.70</u>			
E	12/9	21.43	10.4	222.87	750	.30	72.12
F	2/1	5.62	353	1963.86	7,700	.32	18.16
	4/1	6.88	71	488.48			
			<u>424</u>	<u>2472.34</u>			
H	5/1	8.01	260.0	2082.60	4,500	1.01	11.9
	7/10	12.40	119.6	1372.04			
			<u>379.6</u>	<u>3454.64</u>			
<u>Aberdeen Proving Ground</u>							
G	5/4	8.47	104	880.88	4,844	.21	42.34
	7/7	11.44	104	118.98			
			<u>114.4</u>	<u>999.86</u>			
L	3/9	7.77	52	404.04	4,068	.10	78.23
I	5/6	8.99	52	467.48	3,540	.13	68.08
M	AS-2	5.62	52	292.24	4,236	.27	40.73
	11/5	16.00	52	832.00			
			<u>104</u>	<u>1124.24</u>			
O	3/1	5.00	104	520	1,862	.28	17.9
J	5/7	9.24	52	480.48	2,340	.21	45.0
N	12/1	16.92	10.4	175.97	590	.30	56.73
K	7/9	12.08	52	628.16	9,576	.25	61.38
	11/7	16.94	104	1701.76			
			<u>156</u>	<u>2389.92</u>			

ORDERING-SERIALS, new and reissued

LIBRARY	GRADE/STEP	HOURLY RATE \$	HOURS/YEAR	LABOR COST YEAR \$	ITEMS/YEAR	COST/ITEM \$	ITEM
B	1/1	5.00	26	130	465	.41	14.
	9/2	12.06	5.2	62.71			
			31.2	192.71			
C	9/8	14.39	41.6	598.62	247	2.42	5.
A	7/5	10.81	67.6	730.76	403	1.81	6.
D	5/5	8.73	41.6	363.17	250	1.76	5.
	11/2	14.59	5.2	75.87			
			46.8	439.04			
E	12/9	21.43	88.4	1894.41	150	12.63	1.
F*	6/8	10.59	624	6608.16	830	7.96	1.
<u>Aberdeen Proving Ground</u>							
G	5/4	8.47	104	880.88	1,087	1.73	6.
	12/5	19.18	52	997.30			
			156	1878.24			
L	3/9	7.77	52	404.04	639	2.14	4.
	5/7	9.24	104	960.96			
			156	1365.00			
I	5/6	8.99	78	701.22	450	1.56	6.
M	7/5	10.81	52	562.12	280	4.98	2.
	11/5	16.00	52	832.00			
			104	1394.12			
O*	3/1	6.13	52	318.76	348	.92	6.
J	5/7	9.24	156	1441.44	832	2.79	4.
	12/1	16.92	52	879.84			
			208	2321.28			
N*	12/5	19.18	5.2	9974	23	4.34	4.
K*	5/10	10.01	312	3123.12	270	11.57	

H - ordering done by F

ERIAL ISSUES CHECKED-IN

LIBRARY	GRADE/STEP	HOURLY RATE \$	HOURS/YEAR	LABOR COST YEAR \$	ISSUES/YEAR	COST/ITEM \$	ISSUES/HOUR
<u>Ft. Belvoir</u>							
B	1/1	5.00	182	910.00	5255	.48	14.44
	5/5	8.73	182	1588.86			
			<u>364</u>	<u>2498.86</u>			
C	4/10	8.95	197.6	1768.52	2837	.62	14.36
A	AS-2	5.62	104	584.48	12,090	.33	29.06
	6/7	10.30	208	2142.40			
	7/8	11.76	104	1223.04			
			<u>416</u>	<u>3949.92</u>			
E	7/1	9.54	208	1984.32	1695	1.17	8.15
H	7/10	12.40	208	2579.20	1520	1.70	7.31
F	4/1	6.88	130	894.40	4486	.44	19.17
	6/8	10.59	104	1101.36			
			<u>234</u>	<u>1995.76</u>			
<u>Aberdeen Proving Ground</u>							
G	1/1	5.00	260	1300.00	13,443	.26	25.85
	5/4	8.47	260	2202.20			
			<u>520</u>	<u>3502.20</u>			
L	3/9	7.77	208	1616.16	6349	.25	30.52
I	5/6	8.47	260	2202.20	5000	.44	19.23
M	5/5	8.73	390	3404.70	10,400	.33	26.67
J	5/7	9.24	416	3843.84	5800	.66	13.94
N	12/1	16.92	31.2	527.90	907	.58	29.07
K	11/7	16.94	260	4404.40	5004	.88	19.25
O	3/1	6.13	52	318.76	not available	-	-

D does not include check-in

SERIAL ISSUES CLAIMED

LIBRARY	GRADE/STEP	HOURLY RATE \$	HOURS/YEAR	LABOR COST YEAR \$	ITEMS/YEAR	COST/ITEM \$	ITEMS
---------	------------	-------------------	------------	--------------------------	------------	-----------------	-------

Ft. Belvoir

B	5/5	8.73	26	226.98	100	2.27	3.85
C	9/8	14.39	15.6	224.48	260	.86	16.67
A	7/5	10.81	5.2	56.21	23	2.44	4.42
E	7/1	9.54	5.2	49.61	6	8.27	1.15
D	11/2	14.59	5.2	75.87	30	2.53	5.77
H	7/10	12.40	5.2	64.48	35	1.84	6.73
F*	6/8	10.59	182	1927.38	100	19.27	.55

Aberdeen Proving Ground

G	5/4	8.47	52	440.44	550	.80	10.58
M	11/5	16.00	52	832.00	150	5.55	2.88
O*	3/1	6.13	10.4	63.75	20	10.15	.96
	8/9	13.38	<u>10.4</u> 20.8	<u>139.15</u> 202.90			
J	5/7	9.24	5.2	48.05	30	4.53	2.88
	12/1	16.92	<u>5.2</u> 10.4	<u>87.98</u> 136.03			
K*	5/10	10.01	52	520.52	150	9.34	1.44
	11/7	16.94	<u>51</u> 104	<u>880.88</u> 1401.40			

3 libraries reported no issues claimed

* Do not use subscription agents

TITLES ROUTED

LIBRARY	GRADE/STEP	HOURLY RATE \$	HOURS/YEAR	LABOR COST YEAR \$	TITLES/YEAR	COST/ITEM \$	TITLES/H
---------	------------	-------------------	------------	--------------------------	-------------	-----------------	----------

Pt. Belvoir

B	1/1	5.00	312	1560.00	450	5.99	1.02
	5/5	8.73	130	1134.90			
			442	2694.90			

C	4/10	8.95	67.6	605.02	73	8.29	1.08
---	------	------	------	--------	----	------	------

E	7/1	9.54	130	1240.20	89	13.93	.68
---	-----	------	-----	---------	----	-------	-----

H	7/10	12.40	104	1289.60	100	12.90	.96
---	------	-------	-----	---------	-----	-------	-----

F	4/1	6.88	26	178.88	10	17.89	.38
---	-----	------	----	--------	----	-------	-----

Aberdeen Proving Ground

I	5/6	8.99	52	467.48	10	17.89	.96
---	-----	------	----	--------	----	-------	-----

O	3/1	6.13	10	61.30	5	12.26	.5
---	-----	------	----	-------	---	-------	----

8 libraries do not route titles

BINDING PREPARATION

LIBRARY	GRADE/STEP	HOURLY RATE \$	HOURS/YEAR	LABOR COST YEAR \$	VOL./YEAR	COST/ITEM \$	VOL./
<u>Ft. Belvoir</u>							
C	9/8	14.39	67.6	972.76	309	3.15	4.57
A	6/7	10.30	5.2	53.56	275	5.57	2.94
	11/6	16.47	83.2	1370.30			
	12/8	20.87	5.2	108.52			
			<u>93.6</u>	<u>1532.38</u>			
D	E-5	9.09	67.6	614.48	1150	3.29	3.88
	9/2	12.06	67.6	815.26			
	11/2	14.59	161.2	2351.91			
			<u>296.4</u>	<u>3781.65</u>			
<u>Aberdeen Proving Ground</u>							
I	5/6	8.99	52	467.48	500	.93	9.62
O	8/9	13.38	78	1043.64	1000	1.04	12.82
J	5/7	9.24	52	480.48	630	1.04	10.1
	12/1	16.92	10.4	175.97			
			<u>62.4</u>	<u>656.45</u>			

9 libraries did no binding in FY 81

WEEDING/SALVAGING

LIBRARY	GRADE/STEP	HOURLY RATE \$	HOURS/YEAR	LABOR COST YEAR \$	ITEMS/YEAR	COST/ITEM \$	ITEMS/HOUR
<u>Ft. Belvoir</u>							
	5/5	8.73	15.6	136.19	325	.42	20.83
	4/10	8.95	15.6	139.62	155	2.35	4.97
	9/8	14.39	15.6	224.48			
			<u>31.2</u>	<u>364.10</u>			
	2/1	5.62	208	1168.96	2,517	1.68	6.37
	6/7	10.30	5.2	53.56			
	11/6	16.47	182	2997.54			
			<u>395.2</u>	<u>4220.06</u>			
	9/2	12.06	36.4	438.98	1,298	.46	27.74
	11/2	14.59	10.4	151.74			
			<u>46.8</u>	<u>590.72</u>			
	7/10	12.40	26	322.40	694	.46	26.69
	6/8	10.59	104	1101.36	1,600	.86	12.82
	9/2	12.06	10.4	125.42			
	11/2	14.59	10.4	151.74			
			<u>124.8</u>	<u>1378.52</u>			
<u>Aberdeen Proving Ground</u>							
	7/7	11.44	no data		11,340		no data
	12/5	19.18					
	13/5	22.80	26	592.80	567	1.05	21.81
	7/5	10.81	52	562.12	700	1.99	6.73
	11/5	16.00	52	832.00			
			<u>104</u>	<u>1394.12</u>			
	3/2	6.13	5.2	31.88	175	.58	16.83
	8/9	13.38	5.2	69.58			
			<u>10.4</u>	<u>101.46</u>			
	12/1	16.92	5.2	87.98	75	1.17	14.42
	5/10	10.01	52	520.52	3,014	.46	28.98
	11/7	16.94	52	880.88			
			<u>104</u>	<u>1401.40</u>			

- no weeding in FY 81

- no weeding in FY 81

- no data

PHYSICAL PROCESSING - MONOGRAPHS, WITH OCLC

LIBRARY	GRADE/STEP	HOURLY RATE \$	HOURS/YEAR	LABOR COST YEAR \$	ITEMS/YEAR	ITEMS/HOUR \$	COST/
---------	------------	-------------------	------------	--------------------------	------------	------------------	-------

Ft. Belvoir

B	11/1	\$14.12	130	\$2259.20	5478	19.15	\$1.
	1/1	5.00	156	780.00			
			286	3039.20			

A	2/1	5.62	458	2630.16	3010	6.43	.
---	-----	------	-----	---------	------	------	---

F	6/8	10.59	52	550.68	663	12.75	.
---	-----	-------	----	--------	-----	-------	---

Aberdeen Proving Ground

G	7/7	11.44	156	1784.64	769	4.93	2.
---	-----	-------	-----	---------	-----	------	----

L	3/9	7.77	104	808.08	678	6.52	1.
---	-----	------	-----	--------	-----	------	----

I	5/6	8.99	156	1402.44	590	3.78	2.
---	-----	------	-----	---------	-----	------	----

J	5/7	9.24	52	480.48	390	7.5	1.
---	-----	------	----	--------	-----	-----	----

K	5/10	10.01	208	2082.08	1197	5.75	1.7
---	------	-------	-----	---------	------	------	-----

7 libraries do not have OCLC

PHYSICAL PROCESSING - MONOGRAPHS NON-OCLC

LIBRARY	GRADE/STEP	HOURLY RATE \$	HOURS/YEAR	LABOR COST YEAR \$	ITEMS/YEAR	ITEMS/HOUR \$	COST/ITEM
---------	------------	-------------------	------------	--------------------------	------------	------------------	-----------

Fort. Belvoir

	9/8	14.39	52	748.28	218	4.19	3.43
	12/9	21.43	15.6	334.31	125	8.01	2.67

Berdeen Proving Ground

	3/1	6.13	104	637.52	281	2.7	2.27
	5/5	8.73	260	2269.80	706	2.72	3.22

- physical processing done by A

- physical processing done by F

- no data

APPENDIX D

The cost model is based on current operation statistics. It was necessary to freeze statistics in order to develop the model. However, statistics were corrected throughout the project. Therefore some tables from the cost model may not directly correlate to the raw data sheets. The project team determined that changes made to data sheets after the model was developed did not significantly affect the model's cost estimates.

TABLE D-1. TOTAL FIXED COSTS FOR TECHNICAL PROCESSING
ALTERNATIVES FOR FORTY-FIVE LIBRARIES

Type of Fixed Cost	Forty-Five Decentralized	Six "Installations"	1 "Command"
One-Time			
Computer	\$ 900,000	\$900,000	\$900,000
Terminals	80,892	59,364	53,928
Modem	2,247	1,649	1,498
Furniture	4,494	3,298	2,996
Training	<u>22,470</u>	<u>16,490</u>	<u>14,980</u>
Total	\$1,010,101	\$980,801	\$973,402
Recurring			
Space	22,500	16,500	15,000
Maintenance	2,500	2,200	2,000
Communication	7,640	5,607	5,093
Training	<u>11,250</u>	<u>8,250</u>	<u>7,500</u>
Total	\$43,890	\$32,557	\$29,593

*Total processing power that could be configured several different ways.
Implementation plan will detail specific configurations.

TABLE D-2. NO. OF MONOGRAPHS PROCESSED AT APG AND FT. BELVOIR

Library	Ordering	Receiving	Pre-Catalog Searching	Cat. OCLC	Cat. Orig.	Filing
A	4,200	10,900	3,010	2,980	30	30,000
B	5,000	5,000	5,500	1,600	3,900	33,000
C	200	180	200	0	200	1,300
D	0	7,900	0	0	0	7,400
E	670	700	125	0	125	750
F	2,356	7,184	2,200	1,500	45	7,700
G	880	700	700	700	77	4,900
H	0	0	0	0	0	0
I	610	1,500	590	560	30	3,500
J	428	500	390	370	20	2,340
K	1,600	2,000	1,575	1,200	35	9,600
L	2,400	780	0	680	0	4,100
M	700	700	0	0	700	4,200
N	0	0	0	0	25	590
O	180	460	0	0	260	1,900

TABLE D-3. NO. OF SERIALS PROCESSED AT APG AND FT. BELVOIR

Library	Ordering	Issue Check-in	Issues Claimed	Titles Routed	Binding Prep
A	400	12,100	25	0	138
B	465	5,300	100	450	0
C	250	2,800	260	75	150
D	250	0	30	0	575
E	150	1,700	6	90	0
F	830	4,500	100	10	0
G	1,100	13,500	550	0	0
H	0	1,520	35	100	0
I	450	5,000	0	50	250
J	830	5,800	30	0	315
K	270	5,000	150	0	0
L	640	6,400	0	0	0
M	280	10,400	150	0	0
N	23	900	0	0	0
O	350	0	20	5	500

TABLE D-4. NO. OF TECHNICAL REPORTS PROCESSED AT APG AND FT. BELVOIR

<u>Library</u>	<u>Ordering</u>	<u>Receiving</u>	<u>Pre-cat.</u>	<u>Original Catalog</u>	<u>Card Filing</u>	<u>Physical Processing</u>
F	2,500	14,500	700	700	7,000	700
G	2,874	12,984	16,720	13,731	169,360	12,984
H	80	1,880	—	1,080	4,500	1,080

D-4

TABLE D-5. ESTIMATES OF CURRENT SYSTEM COSTS FOR PROCESSING MONOGRAPHS: FY 1981

Activity	Cost Component	Unit of Observation	Fixed Cost Calculations	Fixed Cost	Variable Cost Calculations	Variable Cost
Ordering	Labor	Total Items	(93 hrs. x \$12.59/hr.)	\$1171	(0.22 hrs./item x \$12.20/hr.)	\$ 2.68
	Supplies	Ordered				0.05
	Total			<u>\$1171</u>		<u>\$ 2.73</u>
Receipt Processing	Labor	Total Items	(214 hrs. x \$11.79/hr.)	\$2523	(0.06 hrs./item x \$11.79/hr.)	\$ 0.71
	Supplies	Received				\$ 0.05
	Total			<u>\$2523</u>		<u>\$ 0.76</u>
Pre-catalog Searching(W/OCLC)	Labor	Tot. Items Cat.	(129 hrs. x \$11.42/hr.)	<u>\$1473</u>	(0.07 hrs./item x \$11.42/hr.)	<u>\$ 0.80</u>
	(WO/OCLC) Labor	Tot. Items Cat.		<u>0</u>	(0.28 hrs./item x \$16.74/hr.)	<u>\$ 4.69</u>
	OCLC Rec. Update	Tot. Items Hit (90%)	(61 hrs. x \$15.43/hr.)	\$ 941	(0.26 hrs./item x 15.43/hr.)	\$ 4.01
Catalog	Database Ch. Supplies				(8 cards x \$0.042/card)	\$ 1.40
	Total			<u>\$ 941</u>		<u>\$ 0.34</u>
						<u>\$ 5.75</u>
Original Cataloging Labor (W/OCLC)	Labor	Tot. Items Not Hit (10%)	(31 hrs. x \$14.91/hr.)	\$ 462	(0.06 hrs./item x \$14.91/hrs.)	\$ 8.95
	Database Ch. Supplies				(8 cards x \$0.042/card)	\$ 1.40
	Shipping				(8 cards x \$0.01/card)	\$ 0.34
	Total			<u>\$ 462</u>		<u>\$ 0.08</u>
						<u>\$10.77</u>

TABLE D-5. ESTIMATES OF CURRENT SYSTEM COSTS FOR PROCESSING MONOGRAPHS: FY 1981

Activity	Cost Component	Unit of Observation	Fixed Cost Calculations	Fixed Cost	Variable Cost Calculations	Variable Cost
(WO/OCLC)	Labor	Tot. Items Cataloged	(55 hrs. x \$14.54/hr.)	\$ 800	(0.75 hrs./item x \$14.54/hr.) (8 cards x \$0.01/card)	\$10.91 <u>\$ 0.08</u>
Total				<u>\$ 800</u>		<u>\$10.99</u>
Card Filing	Labor	Total Cards Filed	(68 hrs. x \$9.34/hr.)	<u>\$ 635</u>	(0.02 hrs./item x \$9.34/hr.)	<u>\$ 0.19</u>
Physical Processing Labor (W/OCLC)		Tot. Items Cataloged	(81 hrs. x \$9.20/hr.)	<u>\$ 745</u>	(0.05 hrs./item x \$9.20/hr.)	<u>\$ 0.46</u>
(WO/OCLC)	Labor		(31 hrs. x \$12.67/hr.)	<u>\$ 393</u>	(0.42 hrs./item x \$12.67/hr.)	<u>\$ 5.32</u>

TABLE D-6. ESTIMATES OF DECENTRALIZED SYSTEM VARIABLE COSTS FOR PROCESSING MONOGRAPHS: FY 1982

Activity	Cost Component	Unit of Observation	Variable Cost Calculations	Variable Cost
Ordering	Labor	Total Items Ordered	(0.13 hrs./ items x \$12.20/hr	\$ 1.59
	Database Ch.			\$ 1.40
	Supplies			<u>\$ 0.08</u>
Total				<u>\$ 3.07</u>
Receipt Processing	Labor	Total Items Received	(0.033 hrs./ item x \$11.79/hr.)	\$ 0.39
	Acct. Rec.			\$ 0.01
	Ord. Rec.			<u>\$ 0.01</u>
Total				<u>\$ 0.41</u>
Cataloging OCLC Rec. Update	Labor	Total Items Hit (90%)	(0.26 hrs./ item x \$15.43/hr.)	\$ 4.01
	Database Ch.			<u>\$ 1.40</u>
				<u>\$ 5.41</u>
Original	Labor	Total Items Not Hit (10%)	(0.06 hrs./ item x \$14.91/hr.)	\$ 8.95
	Database Ch.			<u>\$ 1.40</u>
				<u>\$10.35</u>
Physical Processing	Labor	Total Items Cataloged	(0.05 hrs./ item x \$9.20/hr.)	<u>\$ 0.46</u>

TABLE D-7. ESTIMATES OF TECHNICAL PROCESSING CENTER VARIABLE COSTS AT THE
INSTALLATION AND COMMAND LEVELS FOR PROCESSING MONOGRAPHS: 1981

Activity	Cost Component	Unit of Observation	Variable Cost Calculations	Variable Cost
Ordering	Labor	Total Items Ordered	(0.12 hrs./ item x \$9.54/hr.)	\$ 1.14
	Database Ch.			\$ 1.40
	Supplies			<u>\$ 0.08</u>
Total				<u>\$ 2.62</u>
Receipt Processing	Labor	Total Items Received	(0.03 hrs./ item x \$9.54/hr.)	\$ 0.29
	Acct. Rec.			\$ 0.01
	Order Rec.			<u>\$ 0.01</u>
Total				<u>\$ 0.31</u>
Cataloging OCLC Rec. Update	Labor	Total Items Hit (90%)	(0.26 hrs./ item x \$15.43/hr.)	\$ 4.01
	Database Ch.			<u>\$ 1.40</u>
				<u>\$ 5.41</u>
Original	Labor	Total Items Not Hit (10%)	(0.6 hrs./ item x \$14.91/hr.)	\$ 8.95
	Database			<u>\$ 1.40</u>
				<u>\$10.35</u>
Total				<u>\$10.35</u>
Physical Processing	Labor	Total Items Cataloged	(0.45 hrs./ item x \$7.77/hr.)	<u>\$ 0.35</u>

TABLE D-8. ESTIMATES OF CURRENT SYSTEM COSTS FOR PROCESSING SERIALS: 1981

Activity	Cost Component	Unit of Observation	Fixed Cost Calculations	Fixed Cost	Variable Cost Calculations	Variable Cost
Ordering	Labor	No. of Titles	(17 hrs. x \$10.99/hr.)	\$ 187	(0.28 hrs./item x \$10.99/hr.)	\$ 3.08
	Supplies					
Total				<u>\$ 187</u>		<u>\$ 3.13</u>
Check-in	Labor	Issues Checked-In	(126 hrs. x \$11.06/hr.)	\$1394	(0.03 hrs./item x \$11.06/hr.)	\$ 0.33
	Supplies					
Total				<u>\$1394</u>		<u>\$ 0.41</u>
Claiming	Labor	Issues Claimed	(31 hrs. x \$11.66/hr.)	\$ 361	(0.07 hrs./item x \$11.66/hr.)	\$ 0.82
	Supplies					
Total				<u>\$ 361</u>		<u>\$ 0.83</u>
Routing	Labor	Titles Routed	(12 hrs. x \$7.86/hr.)	\$ 94	(0.96 hrs./item x \$7.86/hr.)	\$ 7.55
	Supplies					
Total				<u>\$ 94</u>		<u>\$ 7.65</u>
Binding	Labor	No. of Volumes		\$ 0	(2 x 0.17 hrs. x \$13.01/hr.)	\$ 4.42
	Supplies					
Total				<u>\$ 0</u>		<u>\$ 4.43</u>

TABLE D-9. ESTIMATES OF DECENTRALIZED SYSTEM COSTS FOR PROCESSING SERIALS: 1981

Activity	Cost Component	Unit of Observation	Variable Cost Calculations	Variable Cost
Ordering				
Initial Input of Record	Labor	No. of Titles	(0.03 x 0.5 hrs. x \$10.99/hr.)	\$ 0.16
	Database Ch.			<u>\$ 1.40</u>
Total				<u>\$ 1.56</u>
Reissue or Delete	Labor	No. of Titles	(0.97 x 0.03 hrs. x \$10.99/hr.)	<u>\$ 0.32</u>
Order Production	Labor	No. of Titles	(0.97 x 0.033 hrs. x \$10.99/hr.)	\$ 0.35
	Supplies			<u>\$ 0.05</u>
Total				<u>\$ 0.40</u>
Check-in	Database Ch.	No. of Titles		\$ 0.25
	Labor	No. of Issues	(0.03 hrs x \$11.06/hr.)	\$ 0.33
	Supplies			<u>\$ 0.01</u>
Total				<u>\$ 0.34</u>
Claiming	Labor	No. of Issues Claimed	(0.02 hrs. x \$11.66/hr.)	\$ 0.23
	Supplies			<u>\$ 0.01</u>
Total				<u>\$ 0.24</u>
Routing	Labor	No. of Titles	(0.033 hrs. x \$7.86/hr.)	\$ 0.26
	Supplies			<u>\$ 0.10</u>
Total				<u>\$ 0.36</u>
Binding	Labor	No. of Titles Bound	(2 x 0.07 hrs. x \$13.01/hr.)	\$ 1.82
	Supplies			<u>\$ 0.02</u>

180

181

TABLE D-10. ESTIMATES OF TECHNICAL PROCESSING CENTER VARIABLE COSTS AT
THE INSTALLATION AND COMMAND LEVELS FOR PROCESSING SERIALS: 1981

Activity	Cost Component	Unit of Observation	Variable Cost Calculations	Variable Cost
Ordering				
Initial Input of Record	Labor	No. of Titles	(0.03 x 0.05 hrs. x \$10.99/hr.)	\$ 0.16
	Database Ch.			<u>\$ 1.40</u>
Total				<u>\$ 1.56</u>
Reissue or Delete	Labor	No. of Titles	(0.97 x 0.03 hrs. x \$10.99/hr)	<u>\$ 0.32</u>
Order Production	Labor	No. of Titles	(0.97 x 0.033 hrs. x \$10.99/hr.)	\$ 0.35
	Supplies			<u>\$ 0.05</u>
Total				<u>\$ 0.40</u>
Claiming	Labor	No. of Issues Claimed	(0.02 hrs. x \$11.66/hr.)	\$ 0.23
	Supplied			<u>\$ 0.01</u>
Total				<u>\$ 0.24</u>
Binding	Labor	No. of Titles Bound	(2 x 0.07 hrs. x \$13.01/hr.)	\$ 1.82
	Supplies			<u>\$ 0.02</u>
Title				<u>\$ 1.84</u>

TABLE D-11. ESTIMATES OF CURRENT SYSTEM COSTS FOR PROCESSING TECHNICAL REPORTS: 1981

Activity	Cost Component	Unit of Observation	Variable Cost Calculations	Variable Cost
Ordering	Labor	Total Items	(0.31 hrs/ item x \$9.54/hr.)	\$ 2.96
	Equipment		(0.31 hrs/ item x \$20.00/hr.)	\$ 6.20
	Supplies	Ordered		<u>\$ 0.05</u>
Total				<u>\$ 9.21</u>
Receipt Processing	Labor	Total Items	(0.036 hrs/ item x \$10.59/hr.)	\$ 0.38
	Supplies	Received		<u>\$ 0.05</u>
Total				<u>\$ 0.43</u>
Pre-catalog Searching	Labor	Total Items Cataloged	(0.12 hrs/ item x \$11.03/hr.)	<u>\$ 1.32</u>
Original Cataloging	Labor	Total Items Cataloged	(0.77 hrs/ item x \$11.53/hr.)	\$ 8.88
	Supplies	Cataloged	(12 cards x \$0.01/card)	<u>\$ 0.12</u>
Total				<u>\$ 9.00</u>
Card Filing	Labor	Total Cards Filed	(0.01 hrs/ item x \$9.24)	<u>\$ 0.09</u>
Physical Processing	Labor	Total Items Cataloged	(0.08 hrs/ items x \$11.35)	<u>\$ 0.91</u>

TABLE D-12. ESTIMATES OF DECENTRALIZED SYSTEM COSTS FOR PROCESSING TECHNICAL REPORTS: 1981

Activity	Cost Component	Unit of Observation	Variable Cost Calculations	Variable Cost
Ordering	Labor	Total Items	(0.31 hrs/ item x \$9.54/hr.)	\$ 2.96
	Equipment	Ordered	(0.31 hrs/ item x \$20.00/hr.)	\$ 6.20
	Supplies			<u>\$ 0.05</u>
	Total			<u>\$ 9.21</u>
Receipt Processing	Labor	Total Items	(0.036 hrs/ item x \$10.59/hr.)	\$ 0.38
	Supplies	Received		<u>\$ 0.05</u>
Total				<u>\$ 0.43</u>
Physical Processing	labor	Total Items Cataloged	(0.08 hrs/ item x \$11.35/hr)	<u>\$ 0.91</u>

TABLE D-13. ESTIMATES OF SYSTEM COSTS FOR PROCESSING TECHNICAL REPORTS USING DTIC: 1981

Activity	Cost Component	Unit of Observation	Variable Cost Calculations	Variable Cost
Ordering	labor	Total Items	(0.31 hrs/ item x \$9.54/hr.)	\$ 2.96
	Equipment	Ordered	(0.31 hrs/ item x \$20.00/hr.)	\$ 6.20
	Supplies			<u>\$ 0.05</u>
	Total			<u>\$ 9.21</u>
Receipt Processing	Labor	Total Items	(0.036 hrs/ item x \$10.59/hr.)	\$ 0.38
	Supplies	Received		<u>\$ 0.05</u>
	Total			<u>\$ 0.43</u>
Pre-catalog Searching	Labor	Total Items Cataloged	(0.07 hrs/ item x \$11.03/hr.)	<u>\$ 0.77</u>
Cataloging when "hit"	Labor	50% of Total Items Cataloged	(0.02 hrs/ item x \$11.53/hr.)	\$ 0.23
	Database Ch.		(0.02 hrs/ item x \$20.00/hr.)	<u>\$ 0.40</u>
	Total			<u>\$ 1.63</u>
when not "hit"	Labor	25% of Total Items Cataloged	(0.7 hrs/ item x \$11.53/hr.)	\$ 8.07
	Database Ch.		(0.7 hrs/ item x \$20.00/hr.)	<u>\$14.00</u>
	Total			<u>\$22.07</u>
original (non-DTIC)	Labor	25% of Total Items Cataloged	(0.7 hrs/ items x \$11.53/hr.)	<u>\$ 8.07</u>

TABLE D-14. PROCESSING COSTS (IN DOLLARS) MONOGRAPHS - CURRENT

Library	Ordering	Receiving	Pre-cat.	Cat. OCLC	Cat. Orig. W/OCLC	Cat. Orig. Non-OCLC	Card Filing	Phys. Proc. W/OCLC	Phys. Proc. WO/OCLC	Total
A	12,637	10,807	3,881	18,076	785	—	6,335	2,130	—	54,651
B	14,821	6,323	5,873	10,141	42,465	—	1,262	22,622	—	103,507
C	1,717	2,660	938	—	—	2,998	882	—	1,457	10,652
D	—	8,527	—	—	—	—	2,041	—	—	10,568
E	3,000	3,055	586	—	—	2,174	778	—	1,058	10,651
F	7,603	7,983	3,233	9,566	947	—	2,098	1,456	—	32,886
G	3,573	3,055	2,033	4,966	1,291	—	1,566	1,102	—	17,586
H	—	—	—	—	—	—	—	—	—	—
I	2,836	3,663	1,945	4,161	785	—	1,300	1,016	—	15,706
J	2,339	2,903	1,785	3,069	677	—	1,080	924	—	12,777
K	5,539	4,043	2,733	7,841	839	—	2,459	1,313	—	24,767
L	7,723	3,116	—	4,851	—	—	1,414	1,058	—	18,162
M	3,082	3,055	—	—	—	8,493	1,433	4,117	—	20,180
N	—	—	—	—	—	1,075	747	526	—	2,348
O	1,662	2,873	—	—	—	3,657	996	1,776	—	<u>10,964</u>
										345,405

x 3

1,036,215 191

TABLE D-15. PROCESSING COSTS (IN DOLLARS)
MONOGRAPHS - DECENTRALIZED

Library	Ordering	Receiving	Cat. OCLC	Cat. Orig. W/OCLC	Phys. Proc.	Total
A	12,894	4,469	16,122	311	1,385	35,181
B	15,350	2,050	8,656	40,365	2,530	68,951
C	614	738	—	2,070	92	3,514
D	—	3,200	—	—	—	3,239
E	2,057	287	—	1,294	58	3,696
F	7,233	2,945	8,115	466	711	19,470
G	2,702	287	3,787	797	357	7,930
H	—	—	—	—	—	—
I	1,873	615	3,030	311	271	6,100
J	1,314	205	2,002	207	179	3,907
K	4,912	820	6,492	362	568	13,154
L	7,368	320	3,675	—	313	11,680
M	2,149	287	—	7,245	322	10,003
N	—	—	—	259	12	271
O	553	189	—	2,691	120	<u>3,553</u>
						190,649
						<u>x 3</u>
TOTAL COSTS FOR 45 LIBRARIES =						<u>571,947</u>

TABLE D-16. PROCESSING COSTS (IN DOLLARS)
MONOGRAPHS - VIA TECHNICAL PROCESSING CENTER
(Installation and Command Level).

Library	Ordering	Receiving	Cat. OCLC	Cat. Orig. W/OCLC	Phys. Proc.	Total
A	11,004	3,379	16,122	311	1,054	31,870
B	13,100	1,550	8,656	40,365	1,925	65,596
C	524	56	—	2,070	70	2,720
D	—	2,449	—	—	—	2,449
E	1,755	217	—	1,294	44	3,310
F	6,173	2,227	8,115	466	541	17,522
G	2,306	217	3,787	797	272	7,379
H	—	—	—	—	—	—
I	1,598	465	3,030	311	207	5,611
J	1,121	155	2,002	207	137	3,622
K	4,192	620	6,492	362	432	12,098
L	6,283	242	3,679	—	238	10,447
M	1,834	217	—	7,245	245	9,541
N	—	—	—	259	9	268
O	472	143	—	2,691	91	<u>3,397</u>
						175,830
						<u>x 3</u>

TOTAL COST FOR 45 LIBRARIES = 527,490

TABLE D-17. PROCESSING COSTS (IN DOLLARS)
SERIALS - CURRENT

Library	Ordering	Check-in	Claiming	Routing	Binding	Total
A	1,439	6,355	382	—	611	8,787
B	1,642	3,567	444	3,537	—	9,190
C	970	2,542	577	668	665	5,422
D	970	—	386	—	2,547	3,903
E	657	2,091	366	783	—	3,897
F	2,785	3,239	444	171	—	6,639
G	3,630	6,929	818	—	—	11,377
H	—	2,017	390	859	—	3,266
I	1,596	3,444	—	477	1,108	6,625
J	2,785	3,772	386	—	1,395	8,338
K	1,032	3,444	486	—	—	4,962
L	2,190	4,018	—	—	—	6,208
M	1,063	5,658	486	—	—	7,207
N	259	1,763	—	—	—	2,022
O	1,283	—	378	132	2,215	<u>4,008</u>
						91,851
						<u>x 3</u>

TOTAL COSTS FOR 45 LIBRARIES = 275,553

TABLE D-18. PROCESSING COSTS (IN DOLLARS)
SERIALS - DECENTRALIZED

Library	Ordering	Check-in	Claiming	Routing	Binding	Total
A	912	4,214	6	—	254	5,386
B	1,060	1,918	24	162	—	3,164
C	570	1,015	62	27	276	1,950
D	570	—	7	—	1,058	1,635
E	362	616	1	32	—	991
F	1,892	1,738	24	4	—	3,658
G	2,508	4,865	132	—	—	7,505
H	—	517	8	36	—	561
I	1,026	1,813	—	18	460	3,317
J	1,892	2,180	7	—	580	4,659
K	616	1,768	36	—	—	2,420
L	1,659	2,336	—	—	—	3,995
M	638	3,606	36	—	—	4,280
N	52	312	—	—	—	364
O	798	—	5	2	920	<u>1,725</u>
						45,610
						<u>x 3</u>

TOTAL COSTS FOR 45 LIBRARIES = 136,830

TABLE D-19. PROCESSING COSTS (IN DOLLARS)
SERIALS - COMMAND OR INSTALLATION LEVEL TPC.

Library	Ordering	Claiming	Binding	Total
A	912	6	254	1,172
B	1,060	24	—	1,084
C	570	62	276	908
D	570	7	1058	1,635
E	342	1	—	343
F	1,892	24	—	1,916
G	2,508	132	—	2,640
H	—	8	—	8
I	1,026	—	460	1,486
J	1,892	7	580	2,479
K	616	36	—	652
L	1,459	—	—	1,459
M	638	36	—	674
N	52	—	—	52
O	798	5	920	<u>1,723</u>
				18,231
				<u>x 3</u>

TOTAL COSTS FOR 45 LIBRARIES = 54,693

TABLE D-20. PROCESSING COSTS (IN DOLLARS)
TECHNICAL REPORTS - CURRENT

Library	Ordering	Receiving	Pre-cat.	Original Cat.	Card Filing	Physical Processing	Total
F	23,025	6,235	924	6,300	693	637	37,814
G	26,470	5,583	22,070	123,579	15,242	11,815	204,759
H	737	808	—	9,720	405	983	<u>12,653</u>
							255,226
							<u>x 3</u>
							<u>765,678</u>

TABLE D-21. PROCESSING COSTS (IN DOLLARS) FOR TECHNICAL REPORTS
CATALOGED USING DTIC WHERE POSSIBLE

Library	Ordering	Receiving	Pre-Cat. Searching	Cataloging	Physical Processing	Total
F	23,025	6,235	539	5,635	637	36,071
G	26,470	5,583	12,874	110,535	11,815	193,747
H	737	808	—	8,694	983	<u>11,222</u>
						241,040
						<u>x 3</u>
						<u>723,120</u>

TABLE D-22. PROCESSING COSTS (IN DOLLARS)
FOR TECHNICAL REPORTS - NOT CATALOGED

Library	Ordering	Receiving	Physical Processing	Total
F	23,025	6,235	637	29,897
G	26,470	5,583	11,815	43,868
H	737	808	983	<u>2,528</u>
				76,293
				<u>x 3</u>
				<u>228,879</u>

TABLE D-23. ESTIMATES OF LIBRARY COSTS WHEN A
TECHNICAL PROCESSING CENTER IS EMPLOYED: FY 1981

MONOGRAPHS				
Activity	Cost Component	Unit of Observation	Variable Cost Calculations	Variable Cost
Ordering	Labor	Total Items Ordered	(0.017 hrs./ item x \$12.20/hr.)	\$ 0.21
	Communication			<u>\$ 0.09</u>
Total				<u>\$ 0.30</u>
SERIALS				
Ordering	Labor	Total Titles Ordered	(0.017 hrs./ item x \$10.99/hr.)	\$ 0.19
	Communications			<u>\$ 0.09</u>
Total				<u>\$ 0.28</u>
Check-in	Database Ch.	No. of Titles	(0.03 hrs. x \$11.06/hr.)	\$ 0.25
	Labor	No. of Issues		<u>\$ 0.33</u>
	Supplies			<u>\$ 0.01</u>
Total				<u>\$ 0.34</u>
Routing	Labor	Titles Routed	(0.017 hrs./ item x \$7.36/hr.)	\$ 0.13
	Supplies			<u>\$ 0.10</u>
Total				<u>\$ 0.23</u>
201 Binding Preparation	Labor	Volumes Bound	0.017 hrs./ item x \$13.01/hr.)	<u>\$ 0.22</u>

TABLE D-24. MONOGRAPHS - LIBRARY INCURRED COSTS WITH TPC
(Installation or Command Level)

Ordering

A	1,260
B	1,500
C	60
D	-
E	201
F	720
G	264
H	-
I	183
J	39
K	144
L	216
M	63
N	-
O	<u>16</u>
	4,666
	<u>x 3</u>
<u>Total costs for 45 libraries</u>	<u>13,998</u>

TABLE D-25. SERIALS - LIBRARY INCURRED COSTS WITH TPC
(Installation or Command Level)

Library	Ordering	Check-in	Routing	Binding	Total
A	112	4,214	—	30	4,356
B	130	1,918	104	—	2,152
C	70	1,015	17	33	1,135
D	70	—	—	127	197
E	42	616	21	—	679
F	232	1,738	2	—	1,972
G	308	4,865	—	—	5,173
H	—	517	23	—	540
I	126	1,813	12	55	2,006
J	232	2,180	—	69	2,481
K	76	1,768	—	—	1,844
L	179	2,336	—	—	2,515
M	78	3,606	—	—	3,684
N	6	312	—	—	318
O	98	—	1	110	209
					<u>29,261</u>
					<u>x 3</u>

TOTAL COSTS FOR 45 LIBRARIES = 87,783

TABLE D-26. VOLUME PROJECTIONS FOR TOTAL ARMY LIBRARIES
(based on 1976 study)

<u>End of F.Y.</u>	<u>Monographs</u>	<u>Serials</u>	<u>Technical Reports</u>
1975	5,950,558	85,152	2,727,726
1976	6,426,603	94,519	2,864,112
1977	6,940,731	104,916	3,007,318
1978	7,495,989	116,457	3,157,684
1979	8,095,668	129,267	3,315,568
1980	8,743,322	143,486	3,481,346
1981	9,442,787	159,270	3,655,413
1982	10,198,210	176,789	3,838,184
1983	11,014,066	196,236	4,030,093
1984	11,895,191	220,196	4,231,598
1985	12,846,806	244,418	4,443,178
1986	13,874,550	271,304	4,665,336
1987	14,984,514	301,147	4,898,603
1988	16,183,275	334,274	5,143,533
1989	17,477,937	371,044	5,400,710
1990	18,876,171	411,858	5,670,745

TABLE D-27. VOLUME PROJECTIONS FOR COMMAND-LEVEL
(based on 1976 study)

<u>End of F.Y.</u>	<u>Monographs</u>	<u>Serials</u>	<u>Technical Reports</u>
1975	850,080	12,165	389,675
1976	918,086	13,503	409,159
1977	991,533	14,988	429,617
1978	1,070,856	16,637	451,098
1979	1,156,524	18,467	473,652
1980	1,249,046	20,499	497,335
1981	1,348,970	22,756	522,202
1982	1,456,887	25,256	548,312
1983	1,573,438	28,035	575,727
1984	1,699,313	31,119	604,514
1985	1,835,258	34,542	634,739
1986	1,982,079	38,341	666,476
1987	2,140,645	42,559	699,800
1988	2,311,897	47,240	734,790
1989	2,496,848	52,437	771,530
1990	2,696,596	58,205	810,106

TABLE D-28. VOLUME PROJECTIONS FOR INSTALLATION
(based on Ft. Belvoir 1982 figures)

<u>End of F.Y.</u>	<u>Monographs*</u>	<u>Serials**</u>	<u>Technical Reports***</u>
1982	215,198	2,345	92,135
1983	230,262		101,349
1984	246,380		111,483
1985	263,627		122,632
1986	282,081		134,895
1987	301,826		148,384
1988	322,954		163,223
1989	345,561		179,545
1990	369,750	2,345	197,500

*7% growth rate.

**There is currently a no-growth policy in effect for serials subscriptions.

***10% growth rate.

TABLE D-29. 1982 Holdings Summary

	<u>Monographs</u>	<u>Serials</u>	<u>Technical Reports</u>
Installation	215,198	2,345	92,135
Command	1,456,887	25,256	548,312
Total Army	10,198,210	176,789	3,838,184

APPENDIX E

ARMY LIBRARY, PENTAGON

Initial Hardware Costs

Data General S/130 Minicomputer two Disk Drives and Packs		\$87,223.77
Meditech MIIS Operating System		15,000.00
Printonix Line Printer		11,152.77
Scanmark Bar Code Printer		10,000.00
7 SCI Systems Rotary (Slave) Printers	780. ea	5,460.00
8 Intermec Bar Code Readers	864. ea	6,912.00
2 Concepts 100 CRT's	1,750. ea	3,500.00
6 Hewlett - Packard CRT's	4,125. ea	24,750.00
		\$163,998.54

Room Upgrade

\$20,000.00

This does not include telecommunication costs.

ARMY LIBRARY, PENTAGON

IIS Maintenance Contracts - '82 Estimates

1. Data General (Computer, Disk Drives (2) Tape Drive, Printronix Line Printer)	\$17,448
2. MIIS Operating System	2,520
3. Software Maintenance	12,000
4. Hewlitt - Packard Terminals (9)	2,556
5. Concepts 100 Terminals (4)	1,104
6. SCI Rotary Printers	2,400
7. VADIC Communication Equipment (5 Modems, 5 Acoustic Couplers, 2 Power Supplies)	1,713
Total	\$39,741

APPENDIX F

SPECIAL COLLECTIONS

AERIAL PHOTOGRAPHS

AUDIOVISUALS

FILMS

FILMSTRIPS

TEC TAPES

VIDEOCASSETTES

AUTOPSY AND SURGICAL REPORTS

FIRING RECORDS

LABORATORY NOTEBOOKS

MANUSCRIPTS

MAPS

MILITARY PUBLICATIONS

PATTERNS

Ph.D. DISSERTATIONS

RARE BOOKS

RECORDS

REPRINTS

TRANSLATIONS

WAR GAMES

APPENDIX G

RFP

1. Description of Proposed System
 - a. Equipment Configuration
 - Make, Model, quantity of each piece of equipment
 - form of data handled
 - storage
 - controls
 - b. Software system
 - form of input documents and data
 - time estimates for each piece of equipment to handle each job
 - examples of coding
 - flow charts
 - supplies required
2. Delivery schedule
 - a. delivery date
 - b. set-up time
3. Installation requirements
 - a. size, weight, floor space, height for each piece of equipment
 - b. electricity and wiring
 - c. air conditioning, humidity control, etc.
 - d. additional space requirements
4. Vendor support
 - a. Nature of firm
 - number and location of employees and field representatives
 - availability of personnel for analysis programming, and installation
 - b. training support and documentation
 - c. guarantees provided regarding resolution of system problems
5. Finance
 - a. terms of contract, renewal and cancellation
 - b. terms of payment, discounts
 - c. guarantees
 - d. maintenance contract
6. System upgrading
 - a. additional units that can be added for: input, output, storage, processing
 - b. interfaces with other equipment and/or systems.

APPENDIX H

DAMANS

and associates

2 Professional Drive • Suite 247 • 301-840-9117
Gaithersburg, Maryland 20879

Marilyn D. Casanave
President
Henry C. Casanave, Jr.
Executive Officer

April 13, 1982

Dear Gentlemen:

DAMANS and Associates, together with King Research Inc., is in the process of investigating the potential for cooperative technical processing in Army libraries. We have acquired some written technical descriptions of your system and have discussed its capabilities with representatives of your firm. Any information you provide will be in the public domain since the data will be published in a non-proprietary situation. Additionally, pricing data for your system is requested.

A centralized technical processing center (TPC) is planned for each installation, with the libraries on each installation interacting with their local TPC.

An integrated system is recommended, beginning with support of technical processing activities (acquisitions and fund accounting, serials control, and cataloging). An online catalog and direct interface with OCLC will be required. Circulation control would be a future enhancement to the system.

The environment within which the system will be working on two test installations is as follows:

Levels of Activity

	Installation X	Installation Y
Number of libraries	7	8
Books ordered and received	40,600	13,300
Serials ordered	2,400	4,000
Serial issues checked in	28,000	47,000
Items cataloged	9,000	25,000
Annual growth rate: books	7%	6%
serials	0%	0%
Number of terminals:	14	15

Your pricing data should include the software, hardware and peripherals necessary to support the two separate technical processing centers and their local libraries. In addition, please provide maintenance and training costs. As with the technical information, pricing data should also be provided with the understanding that it will be made public.

Please address your responses and any questions that you may have to:

Dr. Jose Marie Griffiths
Senior Research Associate
King Research, Inc.
6000 Executive Blvd.
Rockville, MD 20852
(301) 881-6766

Any responses received after May 5 cannot be included in our report.

Thank you in advance for your cooperation; the project team looks forward to your reply.

Sincerely,

Janine Reid
Project Director

JR/sg

Mr. Ed Bruckner
Advanced Data Management
Bibliotech Library Software Systems
15 Main Street
Kingston, NJ 08528

Mr. Dan Iddings
Library Systems Support Services
Cincinnati Electronics Corp.
2630 Glendale-Milford Road
Cincinnati, OH 45241

CL Systems, Inc.
81 Norwood Avenue
P.O. Box 906
Newtonville, MA 02160

Mr. Morton H. Friedman
CLSI Marketing Representative
12 Paddock Court
Potomac, MD 20854

Ms. Kim Schmidt
Data Phase Systems
3770 Broadway
Kansas City, MO 64111

Mr. Don Hadyck
Gaylord Library Systems
Box 61
Syracuse, NY 13201

Hans Kleinheinz, Gen. Mgr.
Library Systems Division
Geac Computers, Inc.
350 Steelcase Road West
Markham, Ontario, Canada L3R 1B3

Larry Buckland, President
(ILS)
Inforonics, Inc.
550 Newtown Road
Littleton, MA 01460

Ms. Elizabeth Payne
Avatar Systems, Inc.
11325 Seven Locks Road, Suite 205
Potomac, MD 20854

Mr. Alan Meyer
Online Computer Systems, Inc.
20010 Century Boulevard
Germantown, MD 20874

Ms. Helen Hughes
Claremont Library System
OCLC
6565 Frantz Road
Dublin, OH 43017-0702

Mr. John F. Knapp
Vice President
Ringgold Management Systems, Inc.
Box 368
Beaverton, OR 97075

Robert E. Mellott, Account Manager
Sigma Data Computing Corp.
5515 Security Lane
Rockville, MD 20852

Mr. Brian Morrel
Manager, Special Libraries
UTLAS
130 St. George Street
Toronto, Ontario, Canada M5S 1A5

Mr. Richard Woods
Biblio-Techniques
8511 Lake Lucinda Drive, S.W.
Olympia, WA 98502



May 5, 1982

Dr. Jose Marie Griffiths
Senior Research Associate
King Research, Inc.
6000 Executive Blvd.
Rockville, MD 20852

Dear Dr. Griffiths:

Thank you for your interest in the Integrated Library System (ILS) and Avatar Systems, Inc.

Using the information you provided about your collection size and processing volume, I have projected a hardware configuration and costs for software and installation of ILS at your libraries. For a full-service turnkey installation, including hardware, software, installation assistance, training, and documentation the total estimated costs for installation X would be approximately \$147,000-\$152,000 and approximately \$151,000-\$166,000 for installation Y. Ongoing hardware and software maintenance would be around \$2,205-\$2,280 (installation X) and \$2,415-\$2,590 (installation Y) per month after acceptance of the system, and would provide you with future software enhancements at no additional charge.

Optionally, Avatar recommends that the two sites share a larger computer system, the cost of which will be approximately 80 percent of the total cost of the two separated systems. Such a configuration will require leasing a line, or perhaps two, for the remote terminals to operate at 1200 baud multiplexed on the same lines. This option would reduce costs and increase resource sharing.

I have enclosed details of the proposed hardware configuration and of Avatar's enhancements to ILS. We are installing the enhanced multi-branch version of the software at Carnegie-Mellon University for the full university library system.

Please feel free to call if you need additional information. We would be glad to work with you further as you continue your planning for automation.

Sincerely,

A handwritten signature in cursive script that reads 'Elizabeth A. Payne'.

Elizabeth A. Payne
Vice President for Library Services

11325 Seven Locks Road, Suite 205, Potomac, MD (301) 983-8900

~~XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX~~

BIBLIOTECH

LIBRARY SOFTWARE SYSTEMS

April 22, 1982

Dr. Jose Marie Griffiths
Senior Research Associate
King Research, Inc.
6000 Executive Blvd.
Rockville, MD 20852

Dear Dr. Griffiths:

In response to your request for more information on Bibliotech I am enclosing our most recent brochure and a current price list (which is about to be updated).

In addition, I am enclosing a brochure for the underlying data base management system, DRS. A Bibliotech user has the use of DRS search capabilities and ad hoc reporting using the DRS command language. Because the system is implemented using this DBMS, both enhancements and special report requirements are quickly and easily handled by Advanced Data Management.

Specifically, the letter which we received from Janine Reid mentions that a direct interface with OCLC is required. We currently have a tape interface capability for loading OCLC tapes. The programs used to load the OCLC data, however, must be customized to meet the particular needs of each library. Depending on the requirements of the users the amount of programming will vary; our billing rate for such work is currently \$50/hour.

The "black-box" capability is one we are interested in developing and we would look forward to working with you on this project, possibly on a time and materials basis.

Circulation control is now a feature of the integrated Bibliotech system. The periodicals control and acquisition systems are now in the development/initial testing phase. We are optimistic about a release of fully tested versions of acquisitions and periodicals control modules by the end of the third quarter or late 1982. We will, of course, notify you when these modules are ready for the market.

You will note that Bibliotech runs on IBM hardware in a batch mode at present. We recommend using Bibliotech in the current batch mode when the library wishes to load an already machine-readable data base. The on-line interactive version of Bibliotech in the IBM environment should be

page 2...bibliotech/damans

available by the end of 1982. Again, we will keep you informed about that configuration.

With regard to pricing, two important items which are not included in the purchase prices are maintenance after the first year and training charges. Maintenance for one year is included in the purchase price. Thereafter maintenance costs are ten percent of the then current purchase price per year.

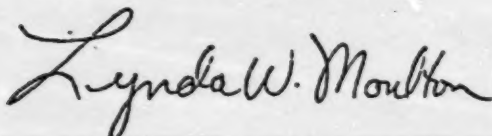
Training charges are \$325/day on-site with the user. As little as one day of training for start-up and two days following that after a month is sufficient in some libraries. However, the appropriate amount of training required in any library depends on many factors such as the complexity of the cataloged materials, the prior experience of the professional and clerical staff, as well as the number of people being trained. Two sets of documentation are included in the purchase price.

Comstow Information Services provides consultation services relating to total library systems design including recommended practices for interfacing with the automated system, work procedures, cataloging and indexing methods and specifications and personnel requirements. We have observed that most libraries which automate have little understanding of the periferal impacts the new system will make on the total operation. We can provide the services to help make the transition much easier.

We have reviewed your requirements for each of two installations. More detail would be required to answer with certainty but we believe that Bibliotech represents a viable and attractive system for those installations.

We look forward to receiving any RFPs which are developed and we will certainly keep you informed about the progress of new Bibliotech products.

Sincerely yours,



Lynda W. Moulton

enc.

JUN. 21 Rec'd

BIBLIOTECH ANNOUNCEMENT

June, 1982

Advanced Data Management and Comstow Information Services are pleased to inform you of the latest developments in BiblioTech's price schedule and features.

In our new price schedule we have attempted to make it easier for the small special library to automate. The new micro computer versions of larger mini and super-mini computers, such as DEC's PDP 11/24 and VAX 11/730, are now affordable and more cost-effective. At less than half the price of BiblioTech on mainframe computers, BiblioTech on these small computers becomes possible for the smallest libraries. For example, you will see that BiblioTech can cost as little as \$350 a month, on a five year lease/purchase.

We have also determined that it is much easier to implement a "single-user update" system. Consequently, another price advantage is given which would benefit the smallest libraries. Note that in the "single-user update" installation, though only one terminal may be used for data entry at one time, many terminals may be used for searching and running reports during data base updating.

Our new price schedule is enclosed. Please note that three modules, catalog maintenance, authority control, and browsing, are now sold as a single package, Basic BiblioTech. Lease/Purchases and Rentals are also detailed.

Recent enhancements to BiblioTech include:

- Simple report generation from menu selection
- Cataloging of periodicals and monographic series
- Backwards, as well as forwards, browsing
- Scanning borrowers by name, as well as ID

Work on the Periodicals control module and the Acquisitions module is progressing on schedule. In our latest design we intend to support both the needs of the Copyright Clearance Center and the Book Industry Systems Advisory Committee (BISAC) standards for automated acquisitions.

As you move forward with your plans for automating we hope you will give BiblioTech serious consideration. Please call if you have questions about our new pricing policy or about specific needs you might have which are not addressed in our literature.

We look forward to hearing from you.

225

*A PRODUCT OF ADVANCED DATA MANAGEMENT

June 6, 1982

BIBLIOTECH PRICE SCHEDULE

The price of Bibliotech reflects the size and power of the host computer. We have divided the computers on which Bibliotech runs into five price classes. Additionally, Bibliotech is priced higher for the version which supports more than one user updating the data base simultaneously. Note that even in the single user update system, more than one user can be searching the data base at the same time.

Class A: PDP 11/23; PDP 11/24; PDP 11/34

Basic Bibliotech	
Single user update.....	\$10,000
Multi-user update.....	13,000
Circulation system.....	2,000

Class B: PDP 11/44; VAX 11/730

Basic Bibliotech	
Single user update.....	\$15,000
Multi-user update.....	20,000
Circulation system.....	3,000

Class C: PDP 11/70; VAX 11/750

Basic Bibliotech	
Single user update.....	\$20,000
Multi-user update.....	27,000
Circulation system.....	4,000

Class D: VAX 11/780; IBM 43xx

Basic Bibliotech	
Single user update.....	\$25,000
Multi-user update.....	33,000
Circulation system.....	5,000

Class E: IBM 30xx & 370 series

Basic Bibliotech	
Single user update.....	\$30,000
Multi-user update.....	40,000
Circulation system.....	6,000

Extended Purchase Option(EPO)

Bibliotech provides an Extended Purchase Option which allows payment for the system to be extended over time. As with an outright purchase, the Extended Purchase Option provides maintenance, enhancements and hotline support for one year. The payment factors listed below, when multiplied by the system price, yield the monthly payment.

<u>EPO term in months</u>	<u>Payment factor</u>
24	.057
36	.045
48	.039
60	.035

At any time an EPO contract can be converted to an ordinary purchase by paying 2/3 of the remaining payments.

Rental

Bibliotech may be rented subject to the following terms:

- One year minimum rental
 - The monthly rental is .045 times the price of the system
 - If a rental contract is converted to a purchase, credit will be given for 1/3 of the payments made, up to a maximum of 50% of the system price.
-

Purchase, EPO and Rental prices include:

- tape of system and installation instructions
- maintenance and enhancements for one year
- hotline services
- Bibliotech documentation - one set
- Initialization of Bibliotech control and data validation tables for the user's environment

Sales Notes

- Bibliotech modules are sold for use on a single CPU and may not be installed elsewhere without the written permission of ADM.

(cont'd.)

Sales Notes, Cont'd.

- Training (see following)
- Prices and particular design features are subject to change without notice.
- After the expiration of the one-year warranty period maintenance contracts to provide hotline support, maintenance and enhancements are available on a yearly basis for 10% of the then current system price.

System Description

Basic Bibliotech performs three powerful functions:

Monograph Catalog Maintenance -- The online ability to add, modify and delete catalog entries for books, book analytics, reports, periodicals, monographic series and journal articles. Full catalog searching on either inverted indexes or on the full text of any field with full Boolean logic. Numerous output reports such as shelf lists, author (corporate or personal), title and subject heading indexes.

Monograph Authority Control -- The online updating of corporate author and subject headings authorities. Dynamic checking of new or modified catalog entries against the authority file. Online scanning of the authorities. Immediate global update of entire data base when an authority term is modified. Provisional authorities are permitted.

Browsing Module -- The library user may inspect the catalog's contents online. The catalog is accessed with any of ten indexes selected by the user. Further, the module allows the user to inspect the short or full citations as well as the status of all copies of particular titles. Holdings records of periodical subscriptions may be viewed.

The Circulation System is not included in the Basic Bibliotech package though it requires the Basic BiblioTech package as a means of entering the records of items to be circulated.

The Circulation System provides the ability to charge, discharge and hold items for any valid user. The status of all materials and user records is available online. Automated production of overdue notices, borrower reports and inventory reports is included in the Circulation System.

Other Services

Computer Systems Consulting

Consulting services for design and programming of custom reports or other enhancements to the Bibliotech system is available at \$60/hour. Fixed rates for these services (cont'd.)

page 4...biblio. prices

Computer Systems Consulting, Cont'd.
may also be quoted.

Library Systems Consulting

Consulting services for library automation planning, indexing and abstracting services, thesaurus construction and conversion of card files supervision is available at \$50/hour, plus travel expenses as required, from Comstow Information Services.

Training

Training is provided by Comstow Information Services. Onsite training is \$325/day including expenses. Length of training is variable depending on requirements of the organization. Typical training might last two days for start-up with a subsequent training period of two days for learning sophisticated features of DRS. Training at Comstow Information Services is \$250 for two. Special arrangements may be made for additional trainees.

Two copies of the user manual and training materials are included in the training fees and additional copies are available for \$50/set.

Documentation

Additional sets of the user documentation are available for \$50 each from Comstow Information Services.

Timesharing

Timesharing services and the use of Bibliotech on a timeshared basis is possible. Interest in such arrangements should be brought to the attention of Advanced Data Management.

4 May 1982

Dr. Jose Marie Griffiths
Senior Research Associate
King Research, Inc.
6000 Executive Boulevard
Rockville, MD 20852

Dear Dr. Griffiths:

This letter, along with its attachments, is a description of the Inforonics' Library Automation System, and a budgetary estimate of its costs based on the data provided in your 13 April 1982 letter. I realize you needed this data by May 5th, but in a call to your office, Ms Nancy Roderer told me it would be acceptable if mailed today. If you use this information would you please state clearly that the cost estimate is budgetary.

The system as proposed is hardware and software which runs on a Digital Equipment Corporation DEC-2020. It performs all of the functions described in the enclosed literature. The system is in continuous development so additional functions required in your letter will be installed in the future. It presently has an OCLC link.

We would be pleased to provide more details on a configuration to match your cooperating technical processing requirements when you can provide a more detailed description of the system requirements.

The budgetary estimate for cooperative system "x" and "y" follow:

	x	y
Software including installation	\$150,000	\$150,000
Hardware including storage and printer	250,000	300,000
Terminal and communication	35,000	38,000
Training costs	<u>9,200</u>	<u>9,200</u>
TOTAL	\$444,200	\$497,200
Software Maintenance	\$ 2,000/mo	\$ 2,000/mo

4 May 1982
Dr. Jose Marie Griffiths
Page -2-

Please call me if you have any further questions.

Sincerely yours,

Lawrence F. Buckland
Lawrence F. Buckland
President

LFB:mek

Enclosures



6565 Franz Road Dublin, Ohio 4301 (614) 764-6000 TWX 810-339-2026

1982 April 28

Dr. Jose Marie Griffiths
Senior Research Associate
King Research, Inc.
6000 Executive Blvd.
Rockville, MD 20852

Dear Dr. Griffiths:

Helen Hughes passed your request-for-information for the U.S. Army Libraries' Technical Processing Centers for reply.

The enclosed response refers to the OCLC Local Library System, Version I (LLS/I) developed from the Claremont Total Library System (TLS) only.

OCLC is also developing another local library system (LLS/II) and I am enclosing two copies of an overview and a sample patron notice to serve as a general introduction to the system. This system will be developed in three phases, the first of which will handle circulation functions, and will be available later than TLS.

We look forward to working more closely with you and your clients as we have more information to share.

Sincerely yours,

Pauline F. Micciche
RFP Coordinator
Local Library Systems Operations

PFM:maf
Attachment
c:D. Bogart
H. Hughes
M. Johnson

(Note: Enclosures were not copied for this report. No pricing information was included. J. R.)

CL Systems, Inc.

Installation X

PDP-11/23 CPU + 2 60 megabyte disc drives =	\$50,000
14 terminals @ \$1,500 ea. =	\$21,000
online catalog and data base management system =	\$35,000
acquisitions and serials control =	\$30,000
OCLC interface and software =	<u>\$22,900</u>
	\$158,900
Maintenance for hardware and software =	\$1,589/mo.

Installation Y

one extra terminal
total = \$160,600

maintenance for hardware and software = \$1,604/mo.

circulation module--N/C
Trainging (3 sessions up to 7 days = N/C
Documentation = N/C

NOTE: GSA discount of 5% not included in these figures.

(This information was noted directly on the original letter. J. R.)



**Computer
Systems
Inc.**

July 7, 1982

Ms. Jose Griffiths
King Research, Inc.
6000 Executive Boulevard
Rockville, Maryland 20852

Dear Ms. Griffiths:

Enclosed are our cost estimates for installing the Lister Hill Integrated Library System at two sites as per your specifications.

The estimates are based on the following assumptions:

1. Library size estimates are as stated in the specifications.
2. The libraries will procure basic 2 disk drive systems, adding more storage only when the size of the machine readable files justifies it. The storage proposed will support all system files plus 185,000 full MARC records with full indexing and authority control, or more with smaller records (e.g., technical reports) or less indexing or authority control.
3. All central computer room equipment (i.e., CPU, disk storage, tape drive, controllers, communications units and console printer) is purchased new and from a single vendor.

If the libraries so desire, and if competent hardware maintenance sub-contractors are available at each site, then some money can be saved by procuring mixed vendor equipment.

Online Computer Systems is very flexible regarding all procurement and support policies and can provide whatever specific hardware, support and custom enhancement features requested by the libraries.

All cost elements are listed separately. All prices are quoted list, as of this writing. Since the two sites are very similar in requirements, a full listing is produced only for one site (7 libraries, 14 terminals). Cost estimates for the second site (8 libraries, 15 terminals) are shown as Site 1 costs plus additional costs for extra items.

ONLINE Computer Systems, Inc.

Ms. Jose Griffiths

July 7, 1982

Page 2

HARDWARE

<u>Quantity</u>	<u>Description</u>	<u>Current List Price</u>
1	DG8678-R Data General Eclipse S/140 CPU w/ercc, battery backup, 384 KB memory	\$26,085.00
1	DG6122 277 MB disk drive and controller	43,350.00
1	DG6122A 277 MB add on drive	37,850.00
1	DG6026 75 ips 9 track, 800/1600 bpi switch selectable tape drive and controller	16,500.00
1	DG8699 Burst Multiplexor Channel (permits high speed operation of disks)	2,500.00
1	DG4342 16 line asynchronous terminal multiplexor	2,900.00
4	DG4261 4 line EIA RS232 interfaces (@ \$210)	840.00
1	DG6040 60 cps 132 columns dot matrix KSR printer/console	2,650.00
1	AJ1259 Anderson Jacobsen 300/1200 baud auto answer "triple" modem	895.00
28	Short haul modems (@ \$200)	5,600.00
14	Televideo 950 CRT terminals with detachable keyboards, function keys, printer port, 4 pages of display memory (@ \$1,408)	19,712.00
8	Intermec 9300 light pen bar code readers (@ \$948)	7,584.00
7	Okidata Microline 82 A slave screen printers (for attachment to CRT's @ \$650)	4,550.00
1	DG1144B Two bay cabinet with blowers and power supplies	3,640.00
	Estimated Shipping & Insurance	<u>1,200.00</u>
	HARDWARE TOTAL	\$175,856.00

ONLINE Computer Systems, Inc.

Ms. Jose Griffiths

July 7, 1982

Page 3

SUPPLIES

<u>Quantity</u>	<u>Description</u>	<u>Current List Price</u>
6	Nashua 277 MB Omni certified disk packs (@ \$1,450)	\$ 8,700.00
150,000	Bar code labels (@\$.05)	7,500.00
3	2400 foot reels tape (@ \$33)	100.00
8	Boxes printer paper (@ \$35)	280.00
	Miscellaneous cables	750.00
	Shipping & Insurance	<u>150.00</u>
	SUPPLIES TOTAL	\$17,480.00

SOFTWARE

MIIS Operating System	\$15,500.00
ILS Version 2.1 (paid direct to NTIS, government rate)	450.00
Existing Online Computer Systems ILS enhancements	<u>3,000.00</u>
SOFTWARE TOTAL	\$18,950.00

SERVICES

Installation, initialization of MIIS and ILS and checkout	\$6,000.00
Onsite services - training and assistance for two weeks	4,000.00
Estimated travel and expenses	<u>2,000.00</u>
TOTAL SERVICES	\$12,000.00

TOTAL ONE TIME EXPENSES: \$224,286.00

MAINTENANCE

Hardware, MIIS OS, and ILS software approx. \$2,250.00/month

ONLINE Computer Systems, Inc.

Ms. Jose Griffiths

July 7, 1982

Page 4

SECOND SITE

Support of the second site (8 libraries and 15 terminals) can be managed on an identical hardware configuration with the following additional equipment:

1 - Televideo 950 CRT	\$1,408.00
2 - Short haul modems	400.00
1 - Intermec 9300 bar code reader	948.00
1 - Okidata Microline 82A slave screen printer	650.00
Cables	<u>30.00</u>
TOTAL	\$3,436.00

All other costs are approximately the same.

TOTAL COSTS	Site 1:	\$224,286.00
	Site 2:	<u>\$227,722 00</u>
	TOTAL:	\$452,008.00

Plus approximately \$4,500/month maintenance

Please note that we have tried to be as detailed as possible in order to give you a true picture of total costs. Costs for required services not available from Online should also be considered. These include:

Site Preparation - electrical wiring, air conditioning, and installation of communications cables.

Conversion - creation of machine readable bibliographic and patron records and bar code labeling of books and borrower cards

Communications line rental - rental charges, if any, for telephone lines.

Thank you for inviting us to respond to your request for information on library systems.

ONLINE Computer Systems, Inc.

Ms. Jose Griffiths

July 7, 1982

Page 5

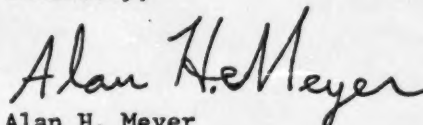
As you may know, Online Computer Systems, Inc. is already committed to providing ILS support to the Federal Government in general and the Department of Defense in particular. Online is the primary contractor to the National Library of Medicine for development of the system. We have also been supporting the Army Library Pentagon with both maintenance and new development since the beginning of the Army's live operations.

We are currently installing the ILS at the Naval Research Laboratories Library in Washington, D.C., and we also have the first academic library installation up and running at the University of Maryland.

Bill Ford (original author of the internal system design) and I have worked with the DoD and the ILS since the early days of the project, when we were both at Lister Hill. We believe that our company has a solid record of competence, competitiveness, and proven performance in ILS support.

Please call me if we may be of any further assistance.

Sincerely,



Alan H. Meyer
Director, Information Systems

AHM:mvk
9303.L

cc: Janine Reed, Damans and Associates